



Univerza v Novem mestu
*Fakulteta za ekonomijo
in informatiko*

**CLEAN COPY OF THE ACCREDITED
STUDY PROGRAMME**

1st Cycle

BUSINESS INFORMATICS

(higher education professional study programme)

Novo mesto, November 2014

(update of the general information about the programme - November 2019)

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I GENERAL INFORMATION ABOUT THE PROGRAMME

Study Programme:	Business Informatics
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. 6033-51/2013/15 on 16 October 2014

In the development of the higher education professional study programme at the first cycle *Business Informatics*, 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

The field of business and management sciences is changing significantly with the development of information technology (IT). The impact of IT is reflected in organizational changes of institutions, in different implementations of information systems, and consequently in changed functioning and communication within institutions as well as between them and the environment. Such transformation requires new knowledge and new people who have such knowledge.

The fundamental objective of the higher education professional study programme at the first cycle *Business Informatics* is to offer management and business knowledge as well as computer science and IT, so that all the necessary changes that IT implies can be competently and professionally implemented at the level of institutions that decide to make the necessary transformation.

2.1 Fundamental objectives of the study programme

The study programme enables students to gain theoretical and expert knowledge and to develop their competences for:

- direct employment after their studies;
- competent work in the fields of management and business, and computer and information science,
- 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.

The study leads to the acquisition of a wide range of knowledge and skills in the fields of management and business, as well as computer and information science. Developing the ability and knowledge to successfully manage change and one's own career is crucial, while fostering flexibility, critical thinking, presentation skills, teamwork and the integration of theoretical knowledge. Upon graduation, the graduates will master the knowledge in their field of work and will be able to apply it in the work of each organization and environment. Based on a holistic and interdisciplinary knowledge of the fields of activity, the graduates will be qualified to plan, organize, manage and control the required functions.

2.2 Professional competences

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

Students attending the higher education professional study programme at the first cycle *Business Informatics*, will acquire and develop the following general and course-specific competences.

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 informatics and computer science,
- the ability to plan organizational and information changes required to implement, apply and ensure quality in all areas of work within institutions,
- the ability to independently and autonomously use, control and maintain software for the realization of organizational and information functions,
- the ability to master information technology at all levels of software transformation,
- developing communication abilities and skills in the professional environment (domestic and international),
- being qualified for team and project work,
- 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,

- knowledge and understanding of the developmental aspirations, differences and needs of the individual, as well as competence for permanent and lifelong education.

Course-specific competences

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

- understanding basic knowledge, mastering skills and integrating both fields of management and business, as well as computer and information science,
- understanding and using methods of critical analysis and theory development, using them in solving concrete work-related problems,
- knowledge and understanding of the history, rationale and general structure of the core disciplines, their sub-disciplines in the fields of business and management sciences, and informatics and computer science,
- coherent mastery of basic knowledge from both fields of study and the ability to integrate and apply it in practice,
- the ability to independently use, develop and maintain information and communication technology and systems in the field of management and business,
- knowledge of the way information is presented, recorded and modelled,
- the ability to write the problem in the form of an algorithm,
- the ability for system planning,
- the ability for development of software,
- understanding of computer systems and architectures,
- understanding, use and development of computer communications,
- knowledge of IT capabilities and limitations,
- the ability to plan and manage changes, to develop organizational and leadership skills, mentorship, advisory work, reviewing and evaluating employee achievement, and creating feedback,
- the ability for self-education, selection of new information and their integration into the work process,
- understanding the needs of the individual or groups by considering environmental factors (physical, social, cultural).

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 Informatics* 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 Informatics* 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 Informatics*, we examined various related study programs in the European Higher Education Area. After consideration, we have selected four European study programs in the field of business and management sciences, and computer science and informatics 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: Technische Universität München (TUM), Germany; Universität Zürich (UZ), Switzerland; University of Ulster, Faculty of Business and Management (UU), Northern Ireland; Technische Universität Wien (TUW), Austria.

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

<i>Higher education institution</i>	<i>Study programme</i>	<i>Country</i>	<i>Institution's website</i>
Technische Universität München (TUM)	Wirtschaftsinformatik	Germany	www.tu-muenchen.de
Universität Zürich (UZ)	Science in Informatik, Richtung Wirtschaftsinformatik	Switzerland	www.unizh.ch
University of Ulster Faculty of Business and Management (UU)	<i>Business Studies with Computing</i>	Northern Ireland	http://www.ulster.ac.uk
Technische Universität Wien (TUW)	<i>Wirtschaftsinformatik</i>	Austria	www.tuwien.ac.at

A study of international comparability has shown that the higher education professional study programme at the first cycle *Business Informatics* 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,
- international 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

Higher education professional study programme at the first cycle *Business Informatics* covers the content areas of business and management sciences, as well as computer science and informatics. 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.

5.1 Credit evaluation of the programme and individual learning units

The higher education professional study programme at the first cycle *Business Informatics* is evaluated with ECTS in accordance with the European Credit Transfer and Accumulation System (ECTS) framework (Official Gazette of the RS, 124/2004). 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. In the scope of the study programme *Business Informatics* the student is expected to complete 4410 hours, which is an average of 25 hours per one ECTS and applies to all forms of study work except professional training, where 40 hours of work (one week) is 2 ECTS.

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	L W	PT	L	T	L W	PT				
1.	Macroeconomics 1	45	45							90	85	175	7
2.	Introduction to Computer Science	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
6.	Programming 1					45		30		75	75	150	6
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.	Databases					30		45		75	75	150	6
TOTAL		150	150	75	0	180	120	90	0	765	735	1500	60
Year 2													
1.	Programming 2	45		30						75	75	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.	Algorithms and Data Structure	30		45						75	75	150	6
6.	Mobile Business					30		30		60	65	125	5
7.	Corporate Finance					30	45			75	75	150	6
8.	Web Computing					30		45		75	75	150	6
9.	Business Statistics					30	45	15		90	85	175	7
10.	Elective course 1					30	30			60	90	150	6
TOTAL		165	120	75	0	150	120	90	0	720	780	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.	Course 3	30		30						60	90	150	6
5.	Elective course 2	30	30							60	90	150	6
6.	Development and Management of Information Systems					30		30		60	90	150	6
7.	Professional Training								360	360	0	360	18
8.	Diploma Thesis						15			15	135	150	6
TOTAL		150	60	90	0	30	15	30	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 of study	OSW				OSW	ISW	ASW	ECTS
	L	T	LW	PT				
year 1	330	270	165	0	765	735	1500	60
year 2	315	240	165	0	720	780	1500	60
year 3	180	75	120	360	735	675	1410	60
TOTAL in hours	825	585	450	360	2220	2190	4410	180

TOTAL IN %	18.7	13.3	10.2	8.2	50.3	49.66	100.0
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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 academic 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 2190 hours or 49.6 %.

The interdisciplinary study programme *Business Informatics* includes learning units of two scientific disciplines: business sciences and computer science and informatics. The ratio between the two areas is most evident in the ratio between compulsory common learning units, with the field of business sciences accounting for 74 ECTS or 41% and the field of computer science 52 ECTS or 29%. With the elective part of the programme, 54 ECTS or 30%, the student can choose between learning units of one field or another, thus deciding the final relationship between the two scientific disciplines in their curriculum.

Table 3: Structure of the programme according to the content areas, in ECTS

Year	Structure of the programme	Number of learning units	Business Sciences		Computer Science		TOTAL IN ECTS	Share in %
			Number of learning units	in ECTS	Number of learning units	in ECTS		
1.	Common course	10	6	37	4	23	60	33.3
2.	Common course	9	5	31	4	23	54	30.0
	Elective course	1					6	3.3
3.	Common course	2	1	6	1	6	12	6.7
	Module course	3					18	10.0
	Elective course	1					6	3.3
	Professional Training	1					18	10.0
	Diploma Thesis	1					6	3.3
TOTAL		28	12	74	9	52	180	100.0
Share of ECTS in %				41.1		28.9		

5.3.1 Electiveness within the study programme

The relations between obligatory and elective units in the higher education professional study programme *Business Informatics* are defined in accordance with Article 6 of the Criteria for Credit Assignment to Study Programmes According to ECTS, taking into account the characteristics of the study/research field, the cycle and type of the study programme (interdisciplinary) and its internal sections.

The percentage of elective units of the programme and the number of ECTS acquired by the student through internal selection, or in other study programs are determined.

According to the ECTS Criteria, students have the opportunity to bring at least 10 ECTS credits from any study programme.

Elective section of the programme:

- elective module, comprising three learning units (18 ECTS),
- elective courses, comprising two learning units (12 ECTS),
- professional training (18 ECTS),
- diploma thesis (6 ECTS).

5.3.2 Elective modules of the programme

The program consists of six elective modules, three in the field of computer and information science and three in the field of business and management. Each module consists of three courses (18 ECTS), which are rounded off in whole subject areas and therefore suitable for independent implementation within the parts of the study programme. They are an upgrade of the basic knowledge of compulsory 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 4: Elective modules of the programme

No.	Learning unit	OSW			OSW	ISW	ASW	ECTS
		L	T	L W				
Module 1: PROJECT MANAGEMENT AND INFORMATION SYSTEMS DEVELOPMENT								
1.	Project Planning and Management	30		30	60	90	150	6
2.	Business Modelling	30		30	60	90	150	6
3.	Objective and Structural Development of IS	30		30	60	90	150	6
Module 2: E - BUSINESS								
1.	E - Commerce	30		30	60	90	150	6
2.	Development of Web Applications	30		30	60	90	150	6
3.	Information Security Policies	30		30	60	90	150	6
Module 3: DECISION SUPPORT SYSTEMS								
1.	Decision-Making Theory	30		30	60	90	150	6
2.	IT Support of Management	30		30	60	90	150	6
3.	Man vs. Computer Communication	30		30	60	90	150	6
Module 4: MANAGEMENT								
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
Module 5: HUMAN RESOURCES								
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
Module 6: FUNCTIONING OF THE EUROPEAN UNION								
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
TOTAL IN THE MODULE:		90	90		180	270	450	18

5.3.3 Elective courses of the programme

Elective courses allow students to plan their studies according to their individual needs. The programme enables selection in the second and third year. Students select from a range of elective subjects in the field of business sciences and in the field of computer science and informatics (internal choice) and from the programme at the first cycle of tertiary education in Slovenia or abroad, with which the Faculty has an agreement.

Table 5: Elective courses

No.	Learning unit	OSW			OSW	ISW	ASW	ECTS
		L	T	LW				
1.	Public Finance	30	30		60	90	150	6
2.	Rhetoric	30	30		60	90	150	6
3.	Business Foreign Language 2	30	30		60	90	150	6
4.	Informatics Management	30		30	60	90	150	6
5.	Distributed Computing and Programming	30		30	60	90	150	6
6.	Planning and Management of Information Systems	30		30	60	90	150	6
7.	Multimedia Technologies	30		30	60	90	150	6
8.	Operating Systems	30		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 common courses, 6 of which are in the field of business sciences and 4 in the field of computer science and informatics. 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).

Table 6: Structure of the programme according to electiveness in ECTS and %

Structure of the programme	Learning unit	Number of learning units	Business Sciences		Computer Science		TOTAL IN ECTS	Share in %
			Number of learning units	in ECTS	Number of learning units	in ECTS		
Common section of the programme	Common course	21	12	74	9	52	126	70.0
	Module course	3					18	10.0
Elective section of the programme	Elective course	2					12	6.7
	Professional Training	1					18	10.0
	Diploma Thesis	1					6	3.3
	Total						54	30.0
TOTAL		28	12	74	9	52	180	100.0
Share of ECTS in %				41.1		28.9		

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: organized study work (lectures, 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 7: The ratio of lectures, seminars, tutorials and other organised forms of study

Year of study	OSW				OSW	ISW	ASW	EC TS
	L	T	LW	PT				
year 1	330	270	165	0	765	735	1500	60
year 2	315	240	165	0	720	780	1500	60
year 3	180	75	120	360	735	675	1410	60
TOTAL in hours	825	585	450	360	2220	2190	4410	180
TOTAL IN %	18.7	13.3	10.2	8.2	50.4	49.6	100.0	

In three years, the student is expected to complete 4410 hours, of which 2220 hours or 50.4% of organized study work and 2190 hours or 49.6% of individual student work. Organized study work is carried out in the form of lectures (18.7%), tutorials (13.3%), laboratory work (10.2%) and professional training (8.2%).

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 the business environment in economic, non-economic entities, 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 Informatics* comprises the following parts of the study programme:

- *Project management and information systems development,*
- *E - Business,*
- *Decision support systems,*
- *Management,*
- *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 8: Learning units of the part of the study programme

No.	Learning unit	OSW			OSW	ISW	ASW	ECTS
		L	T/LW	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 Informatics* 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 Informatics* 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 Project management and information systems development

The part of the study programme *Project management and information systems development* is aimed at improving, completing, deepening and updating knowledge in the field of project management and information systems at the first cycle.

Curriculum of the part of the study programme *Project management and information systems development*

Part of the study programme *Project management and information systems development* comprises 1060 hours or 44 ECTS. It consists of three courses of the selected module *Project management and information systems development* (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 *Project management and information systems development**

No.	Learning unit	OSW			OSW	ISW	ASW	ECT S
		L	TLW	PT				
1.	Project Planning and Management	30	30		60	90	150	6
2.	Business Modelling	30	30		60	90	150	6
3.	Objective and Structural Development of IS	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 *Project management and information systems development* 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 E-Business

The part of the study programme *E-Business* is aimed at improving, completing, deepening and updating knowledge in the field of e-business at the first cycle.

Curriculum of the part of the study programme E-Business

Part of the study programme *E-Business* comprises 1060 hours or 44 ECTS. It consists of three courses of the selected module E-Business (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 *E-Business*

No.	Learning unit	OSW			OSW	ISW	ASW	ECTS
		L	T/LW	PT				
1.	E - Commerce	30	30		60	90	150	6
2.	Development of Web Applications	30	30		60	90	150	6
3.	Information Security Policies	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 *E- Business* 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 Decision support systems

The part of the study programme *Decision support systems* is aimed at improving, completing, deepening and updating knowledge in the field of decision support systems at the first cycle.

Curriculum of the part of the study programme Decision support systems

Part of the study programme *Decision support systems* comprises 1060 hours or 44 ECTS. It consists of three courses of the selected module *Decision support systems* (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 *Decision support systems*

No.	Learning unit	OSW			OSW	ISW	ASW	ECTS
		L	T/LW	PT				
1.	Decision-Making Theory	30	30		60	90	150	6
2.	IT Support of Management	30	30		60	90	150	6
3.	Man vs. Computer Communication	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
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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 *Decision support systems* 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 Management

The part of the study programme *Management* is aimed at improving, completing, deepening and updating knowledge in the field of management of innovations, small business management and crisis management 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 *Management* (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 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.

5.6.5 Human Resources

The part of the study programme *Human Resources* is aimed at improving, completing, deepening and updating knowledge in the field of employment policy, labour law and business ethics 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 Human Resources (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 *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 November	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 November	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 law, economic policies and structural funds of the EU 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 14: 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 November	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 *Business Informatics* (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 of 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, FRI Ljubljana, FE Ljubljana, FERI Maribor) 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 Informatics* programme.

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

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 according to Rules on recognition of knowledge and skills 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 at the first cycle *Business Informatics*.

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 15: 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 Informatics* 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 or laboratory work 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.

Online Study will be developed by the Faculty depending on the needs of the environment and in accordance with the decisions of the Senate.

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 / her studies according to the higher education professional study programme at the first cycle *Business Informatics*, when he / she completes all the prescribed study obligations in the amount of 180 ECTS credits.

The student who enrolls in the *second year* of the higher education professional study programme at the first cycle *Business Informatics* 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.

The student who enrolls in the *third year* of the higher education professional study programme at the first cycle *Business Informatics* in accordance with the Criteria for Transfers (after completing their studies at the post-secondary programme, adopted

before 1 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 Informatics*, 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

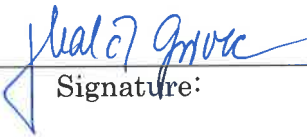
In accordance with the provisions of Article 4 of the Law on Professional and Scientific Titles (Official Gazette of the Republic of Slovenia, No. 61/06), upon completion of studies, a student obtains a professional title:

- *diplomirana poslovna informatičarka (VS)*, abbreviated *dipl. posl. inf. (VS)* oz.
- *diplomirani poslovni informatik (VS)*, abbreviated *dipl. posl. inf. (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 Informatics* receive a Diploma Supplement issued by the faculty.

Assist. Prof. Dr. Malči Grivec, Dean




Signature: