



Univerza v Novem mestu  
*Fakulteta za ekonomijo  
in informatiko*

**CLEAN COPY OF  
THE ACCREDITED STUDY PROGRAMME**

**2nd Cycle**

**BUSINESS AND INFORMATION SYSTEMS  
MANAGEMENT**

**(Master's degree programme)**

**Novo mesto, February 2021**

(change of study programme)

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## 1 GENERAL INFORMATION ABOUT THE PROGRAMME

<b>Study Programme:</b>	Business and Information Systems Management
<b>Cycle:</b>	Second
<b>Type:</b>	Master degree programme
<b>Duration:</b>	2 years
<b>ECTS amount:</b>	120 ECTS
<b>Klasius P-16:</b>	0488 – Interdisciplinary programmes and qualifications involving business, administration and law 0613 – Development and analysis of software and applications
<b>Research area (Frascati classification):</b>	Social sciences Natural sciences
<b>SOK (Slovenian classification framework):</b>	Level 8
<b>EOK (European classification framework):</b>	Level 7
<b>EOVK (European higher education classification framework):</b>	Second cycle
<b>Accreditation:</b>	The National Council for Higher Education of the Republic of Slovenia, decision No. 2/87 – 2006 from 13 June 2006, and NAKVIS, decision No. 0141-11/2011/32 from 16 October 2019

The following documents were consistently referred to in the development of the second cycle study programme *Business and Information Systems Management*:

- Higher Education Act,
- Professional and Academic Titles Act,
- Criteria for the accreditation and external evaluation of higher education institutions and study programmes,
- Criteria for credit assignment to study programmes according to ECTS.

## 2 FUNDAMENTAL OBJECTIVES AND COMPETENCES

### 2.1 Fundamental objectives of the study programme

The fundamental objectives of the study programme are to educate and qualify second cycle students for:

- Immediate employment in high leadership positions in all economic, non-economic and state administration structures;
- Continuation of their studies in third-cycle programmes;
- Direct inclusion in a rapidly changing international economic, non-economic, social and cultural aspects.

The Master's degree programme *Business and Information Systems Management* allows students to expand their knowledge to broader professional areas related to management, business, organization and information systems. It qualifies them to search for and acquire new knowledge sources in the professional and scientific field. They will learn about key scientific research approaches and methods and know how to use them to solve a variety of problems in different circumstances.

By gaining theoretical and methodological knowledge, they will develop the competences to take on the responsibility to manage the most demanding business and information systems. They will be able to critically reflect, manage teamwork and release creative abilities.

## 2.2 Professional competences

In designing the undergraduate and postgraduate programmes, we carefully outlined the competences of professional profiles of the first- and second-degree graduate. In developing the competences for the master's degree programme, we relied on the results' analysis of the survey questionnaire for graduates and on the expert opinions of business people, based on the needs of the environment and research in the labour market.

### *General competences*

Business Systems Management graduates according to Bloom's taxonomy acquire knowledge at different levels, namely for.

- analysis, synthesis and prediction of solutions,
- application of research methods, procedures, processes and technology,
- creative use of knowledge in a business environment,
- autonomy in decision making and taking responsibility for decisions made,
- understanding the need for change and introducing innovation,
- written and oral communication in a foreign language in an international environment,
- evaluation of intercultural differences to achieve synergy in the organisation and its (international) environment,
- commitment to professional ethics,
- understanding of the need for lifelong learning.

Management and Development of Information Systems graduates according to Bloom's taxonomy acquire knowledge at different levels, namely for:

- understanding of the most modern fields in computer science and information science,
- the use of acquired knowledge for independent solution of professional and scientific problems of computer science and information science,
- creative research and development work in the field of computer science and information science, associated with managerial and leading positions in industry, management, science and research,
- synthesis and interpretation of data obtained in research and transfer of knowledge to a concrete work environment,
- evaluation of the results of independent and joint research and development work in interdisciplinary groups,
- creative work in the field of education,
- scientific research work necessary to meet the conditions for election to a scientific title,

- understanding of the need for lifelong learning.

### *Course-specific competences*

From the curricula of the courses in the study field Business Systems Management the following acquired learning outcomes can be summarised:

- Understanding the history of the development of economic, business and natural sciences, as well as other social sciences;
- Solving specific work problems using scientific methods and processes;
- Application of basic knowledge of micro- and macroeconomics, strategic management, marketing, modern organisational theories and research methodology, as well as their interdisciplinary use;
- Synthesis of new information and interpretations in the context of business and management sciences;
- Understanding the general structure of business and management sciences, and connection with management, law, informatics, human resources, logistics, communications and other sciences;
- Understanding and use of critical analysis and development of theories in solving problems in the fields of management and business;
- The use of information and communication technology and systems;
- Understanding of organisations and processes in a modern business environment;
- Qualification for strategic operation;
- The use of selected mathematical tools for solving problems in economy, management and development;
- The use of knowledge in the area of the selected module;
- Understanding the theoretical foundations and mastering practical skills;
- Evaluating employee achievements and providing feedback;
- Proactive approach to stakeholders (partners, suppliers, buyers, competitors, etc.).

From the curricula of the courses in the study field Management and Development of Information Systems the following acquired learning outcomes can be summarised:

- Management and development of information systems,
- The ability to apply classical and to develop new concepts of information and communication systems,
- Understanding of the operating principles of computer graphics and its implementation in computer applications,
- The ability to apply systems and cybernetic concepts in understanding and defining problems,
- Create and model modern techniques for capturing, transforming, transmitting and storing data and information,
- Application of more complex methods to analyse the operation of information and communication systems and the ability to synthesize new methods of analysis,
- Application of more complex methods to the design of information and communication systems,
- Application of methods and techniques in the field of work in research institutions in the field of computer science and information science,
- The use of sophisticated methods of planning the security of information systems,
- Evaluation of modern systems of artificial intelligence and cognitive systems,
- The ability to implement and develop e-learning,
- Pedagogical work in formal and informal forms in the field of computer education.

### **3 INFORMATION ON THE INTERNATIONAL COOPERATION OF THE HIGHER EDUCATION INSTITUTION**

The Faculty develops its international activities in the following five areas:

- Organization of international scientific conferences;
- International exchange of students and higher education teachers;
- Participation in international scientific and research projects;
- Collaboration in developing joint study programmes;
- Individual contacts of higher education teachers.

### **4 THE STUDY PROGRAMME CURRICULUM**

The curriculum is designed as a logical upgrade, in terms of content, of the first-cycle higher education vocational study programmes *Business and Management* and *Business Informatics* (especially study field *Computer and Information Science*). In developing the curriculum, the Bologna Declaration recommendations were consistently taken into account, in regard to study duration, annual student workload, elective courses, ECTS, mobility, competences, etc.

Study field Business Systems Management consists of 16 learning units in the extent of 120 ECTS, including: six compulsory courses, one elective module with three courses that students select among the (four) module options and three elective courses selected from 9 courses, applied research paper, professional article, master's seminar and master's thesis. The advantage of the programme lies in its adaptability to the interests, wishes and requirements of the individual or the business environment. By selecting the module and elective courses, students acquire the knowledge they actually need.

Study field Management and Development of Information Systems consists of 15 learning units in the extent of 120 ECTS, including: 10 compulsory courses, 3 elective courses selected from 7 courses, master's seminar and master's thesis. By selecting the elective courses, students acquire the knowledge they actually need.

Depending on their complexity, the courses include a different number of organised and individual study work. Within the total annual obligation of students, 10.4% of the study time in the study field of Business Systems Management is devoted to organised study work, and in the study field of Management and Development of Information Systems 10.9% of the study time is devoted to organised study work. Individual study work is at the centre of student workload, which is in accordance with the set objectives and the general and course-specific competences.

The curriculum does not specify the parts of the programme carried out by the Faculty in a foreign language. This is decided by the Faculty Senate for each academic year based on the student and teacher mobility agenda for the following academic year.

#### **4.1 ECTS evaluation of the programme and individual learning units**

The second-cycle higher education vocational study programme is ECTS evaluated in accordance with the provisions of the European Credit Transfer and Accumulation System (ECTS). ECTS allows students to collect and transfer their credit points from one study programme to another, and enables mutual recognition of completed study obligations between higher education institutions in the Republic of Slovenia and

abroad. It ensures transparency and comparability of higher education systems and study programmes, which is the basis for student mobility and recognition of study obligations.

ECTS credit point is a measurement unit used to evaluate the average student workload. One ECTS credit point in study programme represents 30 hours of student workload.

ECTS encourages the introduction of teaching strategies that focus on students, with student workload as the starting point. The credit points are awarded to students after they have completed their study obligations. Student workload includes: lectures, tutorials and laboratory work as well as other forms of organized study work (research and project work), individual study work (regular ongoing work, literature study, projects in a work environment or fundamental, application or development and research papers, and preparation for exams or other forms of knowledge assessment) and the master's thesis or project seminar in individual parts of the study programme.

#### 4.2 Curriculum with names of individual learning units

Table 1 and Table 2 include the following items: curriculum with the names of the learning units, ECTS evaluation of the complete programme and individual learning units, annual and total number of hours for study obligations, and annual and total number of organized study work hours or contact hours of the programme.

*Table 1:* Study field Business Systems Management curriculum

No.	Learning units	Organized study work			OSW	ISW	ASW	ECTS
		L	T	LW				
<b>1<sup>st</sup> YEAR</b>								
1.	Research Work Methods	20	20		40	200	240	8
2.	Strategic Management	20	10		30	180	210	7
3.	Information Systems Management	20		10	30	180	210	7
4.	Macroeconomics II	20	20		40	200	240	8
5.	Microeconomics II	20	20		40	200	240	8
6.	Module: Course 1	15	10		25	155	180	6
7.	Course 2	15	10		25	155	180	6
8.	Course 3	15	10		25	155	180	6
9.	Applied Research Paper	5			5	115	120	4
<b>TOTAL</b>		<b>150</b>	<b>100</b>	<b>10</b>	<b>260</b>	<b>1540</b>	<b>1800</b>	<b>60</b>
<b>2<sup>nd</sup> YEAR</b>								
10.	Marketing	20	10		30	180	210	7
11.	Elective course 1	15	10		25	155	180	6
12.	Elective course 2	15	10		25	155	180	6
13.	Elective course 3	15	10		25	155	180	6
14.	Professional Article				0	150	150	5
15.	Master's Seminar		10		10	0	10	0
16.	Master's Thesis					900	900	30
<b>TOTAL</b>		<b>65</b>	<b>50</b>	<b>0</b>	<b>115</b>	<b>1695</b>	<b>1810</b>	<b>60</b>
<b>TOTAL 1<sup>st</sup> and 2<sup>nd</sup> YEAR</b>		<b>215</b>	<b>150</b>	<b>10</b>	<b>375</b>	<b>3235</b>	<b>3610</b>	<b>120</b>

*Legend:* L = lectures, T = tutorials, LW = laboratory work, OSW = organized study work, ISW = individual study work, ASW = annual student workload, ECTS = European Credit Transfer System credit points.

Table 2: Study field Management and Development of Information Systems curriculum

No.	Learning units	Organized study work			OSW	ISW	ASW	ECTS
		L	T	LW				
<b>1<sup>st</sup> YEAR</b>								
1.	Research Work Methods	20	20		40	200	240	8
2.	Strategic Management	20	10		30	180	210	7
3.	Information Systems Management	20		10	30	180	210	7
4.	Development and Maintenance of Software Systems	20		10	30	210	240	8
5.	Digital Business	20		10	30	150	180	6
6.	Web Application Development	20		10	30	210	240	8
7.	Data analytics	20		10	30	210	240	8
8.	Information and communication systems	20		10	30	210	240	8
<b>TOTAL</b>		<b>160</b>	<b>30</b>	<b>60</b>	<b>250</b>	<b>1550</b>	<b>1800</b>	<b>60</b>
<b>2<sup>nd</sup> YEAR</b>								
9.	Cognitive Science	20	10		30	180	210	7
10.	IT Governance and Management	20		10	30	120	150	5
11.	Elective course 1	15	10*		25	155	180	6
12.	Elective course 2	15	10*		25	155	180	6
13.	Elective course 3	15	10*		25	155	180	6
14.	Master's Seminar		10		10	0	10	0
15.	Master's Thesis					900	900	30
<b>TOTAL</b>		<b>85</b>	<b>60</b>		<b>145</b>	<b>1665</b>	<b>1810</b>	<b>60</b>
<b>TOTAL 1<sup>st</sup> and 2<sup>nd</sup> YEAR</b>		<b>245</b>	<b>150</b>		<b>395</b>	<b>3215</b>	<b>3610</b>	<b>120</b>

Legend: L = lectures, T = tutorials, LW = laboratory work, OSW = organized study work, ISW = individual study work, ASW = annual student workload, ECTS = European Credit Transfer System credit points.

Note: \*In elective courses, tutorials (T) or laboratory work (LW) are possible, which is evident from the individual curriculum.

#### 4.3 Type and extent of learning units and their inclusion in the programme structure

The programme consists of organized and individual study work in the extent of 120 ECTS or 3610 hours. Its duration is two academic years.

Study field Business Systems Management includes 6 compulsory study courses (45 ECTS), 3 elective courses (18 ECTS), elective module with three courses (18 ECTS), applied research paper (4 ECTS), professional article (5 ECTS), master's seminar and master's thesis (30 ECTS).

Study field Management and Development of Information Systems includes 10 compulsory study courses (72 ECTS), 3 elective courses (18 ECTS), master's seminar and master's thesis (30 ECTS).

The programme is implemented as *organised study work* (lectures and tutorials), comprising 375 hours or 10.4% in the study field Business Systems Management and 395 hours or 10.9% in the study field of Management and Development of Information Systems.

*Individual study work* (regular ongoing work, project or research papers and reports, literature study, preparation for exams and writing the master's thesis) is an important part of the programme. In the study field Business Systems Management 3235 hours or 89.6% is dedicated to individual study work and in the study field Management and Development of Information Systems 3215 hours or 89.1%.

#### **4.3.1 Elective modules**

Study field Business Systems Management consists of four elective modules. Each module consists of three courses (18 ECTS) and is a complete unit representing a specialized content area for an upgrade of the basic knowledge of the compulsory courses from the first year. Students select one of the modules according to their interests and/or needs of their workplace.

*Table 3: Elective modules*

No.	Learning unit	Organized study work		OSW	ISW	ASW	ECTS
		L	T				
<b>Module 1: ACCOUNTING</b>							
1.	Accounting for Decision-making	15	10	25	155	180	6
2.	Financial Accounting	15	10	25	155	180	6
3.	Tax Accounting	15	10	25	155	180	6
<b>Module 2: MARKETING</b>							
1.	Developmental Marketing of Products and Services	15	10	25	155	180	6
2.	Quantitative Models in Marketing	15	10	25	155	180	6
3.	International Marketing	15	10	25	155	180	6
<b>Module 3: HUMAN RESOURCES</b>							
1.	Human Resource Management	15	10	25	155	180	6
2.	Knowledge and Innovation Management	15	10	25	155	180	6
3.	Learning Organisation	15	10	25	155	180	6
<b>Module 4: LAW IN MANAGEMENT AND BUSINESS</b>							
1.	EU Law	15	10	25	155	180	6
2.	Commercial Law	15	10	25	155	180	6
3.	Administrative Law	15	10	25	155	180	6
<b>TOTAL IN EACH MODULE</b>		<b>45</b>	<b>30</b>	<b>75</b>	<b>465</b>	<b>540</b>	<b>18</b>

#### **4.3.2 Elective courses**

Elective courses allow students to plan their studies according to their individual needs. They are part of the second year curriculum. Each elective course is equivalent to 6 ECTS. All elective courses are equal in terms of their extent and number of ECTS credit points.

The third semester curriculum provides students the optimal opportunity for external selection or international mobility. Elective courses may be taken by the student at the home faculty or at any higher education institution in Slovenia or abroad with which the faculty has an agreement.

Izbirne predmete lahko študent opravi na matični fakulteti ali na kateri koli visokošolski instituciji v Sloveniji ali tujini, s katero ima fakulteta sklenjen sporazum.

Elective courses represent 18 ECTS or 15% of the programme.

*Table 4:* Elective courses in study field Business Systems Management

No.	Elective course	OSW		OSW	ISW	ASW	ECTS
		L	T				
1.	Project Management and Planning	15	10	25	155	180	6
2.	Media and Public Relations	15	10	25	155	180	6
3.	Mastering Quality and Business Excellence	15	10	25	155	180	6
4.	Social Capital in the Organization	15	10	25	155	180	6
5.	Theory of Decision-making	15	10	25	155	180	6
6.	Contemporary Organizational Theories	15	10	25	155	180	6
7.	Sole Trader Accounting	15	10	25	155	180	6
9.	Creativity in the Organization	15	10	25	155	180	6
10.	Organisational Behaviour	15	10	25	155	180	6

*Table 5:* Elective courses in study field Management and Development of Information Systems

No.	Elective course	OSW		OSW	ISW	ASW	ECTS
		L	T				
1.	Web Applications and E-Learning	15	10	25	155	180	6
2.	Health Information Systems	15	10	25	155	180	6
3.	Decision Models	15	10	25	155	180	6
4.	Computer Graphics	15	10	25	155	180	6
5.	Business Process Management	15	10	25	155	180	6
6.	Data Warehousing	15	10	25	155	180	6
7.	Business Process Modelling	15	10	25	155	180	6

*Note: \*In elective courses, tutorials (T) or laboratory work (LW) are possible, which is evident from the individual curriculum.*

### *Scope of elective courses in the programme*

#### *Study field Business Systems Management*

The structure of the study field is formed by 16 units. In the 1<sup>st</sup> year there are 9 units, which include 5 compulsory study courses (38 ECTS), 3 elective courses (18 ECTS) and applied research paper (4 ECTS). In the 2<sup>nd</sup> year there is one common course (7 ECTS), 3 elective courses (18 ECTS), professional article (5 ECTS), master's seminar and master's thesis (30 ECTS). Common courses represent 38% of the programme, elective courses 30% and research and development work with master's thesis 32%.

*Table 6:* Structure of study field Business Systems Management according to elective courses

<b>Year</b>	<b>Structure of the programme</b>	<b>Number of learning units</b>	<b>Total ECTS</b>	<b>Total %</b>
1.	Common courses	5	38	32
	Elective module	3	18	15
	Application Research Paper	1	4	3
2.	Common courses	1	7	6
	Elective courses	3	18	15
	Professional Article	1	5	4
	Master's seminar and master's thesis	2	30	25
<b>TOTAL:</b>		<b>16</b>	<b>120</b>	<b>100</b>

*Common section of the programme* includes 6 study courses in the extent of 45 ECTS or 37.5%, enabling the acquisition of the basic knowledge and the development of the general and subject-specific competences of the second-cycle graduates.

*Elective section of the programme* allows students to realise their own academic path. Planning an individual study programme includes the possibility of internal and external selection. Selection is available for the following learning units: elective module, elective courses, application research paper, professional article and master's thesis.

In the scope of *internal selection* (from the selection of elective modules and elective courses offered by the Faculty), students can select a module consisting of three study courses in the extent of 18 ECTS or 15% of the programme, three elective courses in the extent of 18 ECTS or 15%, application research paper in the extent of 4 ECTS or 3%, professional article in the extent of 5 ECTS or 4% and master's thesis in the extent of 30 ECTS or 25%.

*External selection* is available for the following learning units: elective courses, application research paper, professional article and master's thesis. Students can take elective units at the faculty where they are enrolled or any higher education institution in Slovenia or abroad that has an agreement with the faculty. To facilitate students' completion of the part of the programme taken outside their faculty, the majority of the *external selection* units are available in the second year.

#### *Study field Management and Development of Information Systems*

The structure of the study field is formed by 15 units. In the 1<sup>st</sup> year there are 8 compulsory study courses (60 ECTS). In the 2<sup>nd</sup> year there are 2 common courses (12 ECTS), 3 elective courses (18 ECTS), master's seminar and master's thesis (30 ECTS).

Common courses represent 60% of the programme, elective courses 15% and research and development work with master's thesis 25%.

*Table 7: Structure of the study field Management and Development of Information Systems depending on the selection*

Year	Structure of the programme	Number of learning units	Total ECTS	Total %
1.	Common courses	8	60	50
2.	Common courses	2	12	10
	Elective courses	3	18	15
	Master's seminar and Master's thesis	2	30	25
<b>TOTAL:</b>		<b>15</b>	<b>120</b>	<b>100</b>

*Common section of the programme includes 10 study courses in the extent of 72 ECTS or 60% of the programme, enabling the acquisition of the basic knowledge and the development of general and subject-specific competences of the second year graduates.*

*Elective section of the programme allows students to realise their own study path. Planning an individual study programme includes the possibility of internal and external selection. Selection is available in elective courses and master's thesis.*

In the scope of *internal selection* (from the selection of elective courses offered by the Faculty), students can select 3 elective courses in the extent of 18 ECTS or 15% of the programme and a master's thesis in the extent of 30 ECTS or 25% of the programme.

*External selection* is available for the following units: elective courses and master's thesis. Students can take elective courses at the home faculty or at any higher education institution in Slovenia or abroad that has an agreement with the faculty. To facilitate students' completion of the part of the programme taken outside their faculty, the majority of the *external selection* units are available in the second year.

#### 4.4 Scope of lectures, tutorials and other organized forms of study

According to ECTS, the annual student workload (ASW) consists of organized study work in the form of lectures, seminar tutorials and laboratory work, and individual study work (ongoing work, literature study, project work, research work, preparation for exams or other forms of knowledge assessment, and writing and oral submission of the master's thesis).

*Table 8: Scope of lectures, tutorials and other study forms of study field Business Systems Management*

Year of study	OSW		OSW	ISW	ASW	ECTS
	L	T				
Year 1	150	110	260	1540	1800	60
Year 2	65	50	115	1695	1810	60
<b>TOTAL in HOURS</b>	<b>215</b>	<b>160</b>	<b>375</b>	<b>3235</b>	<b>3610</b>	<b>120</b>
<b>In %</b>	<b>6,0</b>	<b>4,4</b>	<b>10,4</b>	<b>89,6</b>	<b>100,0</b>	

In two years, students are expected to complete 3610 hours, which is on average 30 hours per one ECTS credit point. Of this, 6.0% is carried out in the form of lectures, 4.4%

in the form of tutorials and 89.6% in the form of individual study work. The actual number of organised study work hours depends on the amount of student-teacher conferences, consultations, tutorials, etc.

*Table 9: Scope of lectures, tutorials and other study forms of study field Management and Development of Information Systems*

<i>Year of study</i>	<i>OSW</i>		<i>OSW</i>	<i>ISW</i>	<i>ASW</i>	<i>ECTS</i>
	<i>L</i>	<i>T</i>				
Year 1	160	90	250	1550	1800	60
Year 2	85	60	145	1665	1810	60
<b>TOTAL in HOURS</b>	<b>245</b>	<b>150</b>	<b>395</b>	<b>3215</b>	<b>3610</b>	<b>120</b>
<b>In %</b>	<b>6,7</b>	<b>4,2</b>	<b>10,9</b>	<b>89,1</b>	<b>100,0</b>	

In two years, students are expected to complete 3610 hours, which is on average 30 hours per one ECTS credit point. Of this, 6.7% is carried out in the form of lectures, 4.2% in the form of tutorials and 89.1% in the form of individual student work. The actual number of hours of organised study work hours depends on student's communication with pedagogical staff during office hours, consultations, tutoring hours, etc..

### ***Organized study work***

***Lectures*** are an organized form of study work implemented with a collective group of students. The lecturer transfers the basic knowledge and the most recent findings from their field of expertise to students, and encourages them to actively participate and critically reflect by using modern learning and teaching methods supported by ICT.

***Seminar tutorials*** are an organized form of study work carried out in small groups. Students solve actual real-life problems by applying the knowledge and processes they have learned during the lectures and their independent individual study work. According to the syllabus of each learning unit, they write, present and defend, individually or in a team, a project or fundamental, application or research and development paper.

***Laboratory work*** represents individual broadening and verification of understanding of the knowledge acquired in theoretical training, which is related to the mastery of individual content sets by solving specific tasks.

### ***Individual research work***

***Project paper in a work environment or fundamental, application or research and development paper*** is students' independent study work (ISW) performed under the guidance of a mentor. It addresses a real-life professional problem from a business environment and provides a possible solution. With this work, students demonstrate their ability to seriously consider and research a practical professional problem, using ICT as information source and mastering the selected methodological problem solving tools.

***Master's thesis*** is independent professional work written under the guidance of a mentor. It must include theoretical premises and their verification through independent research of current problems in the field of management and business. In addressing the

chosen topic, students are required to systematically submit the results of their research using the appropriate research instruments. They are required to demonstrate their ability to elaborate, in written form, and solve current/specific practical professional problems in the business environment. The process and method of preparing and defending the master's thesis is defined by special rules.

#### 4.5 Practical training

The Master's degree study programme *Business and Information Systems Management* does not provide practical training.

#### 4.6 Parts of the study programme

In accordance with the provisions of Article 36 of the Higher Education Act, the first- and second-cycle study programmes may be carried out in parts specified by the programme. Each defined part of the study programme represents a distinctive learning unit, in terms of content, of the study programme.

The second-cycle study programme *Business and Information Systems Management* includes the following parts of the study programme:

- *Accounting;*
- *Marketing;*
- *Human Resources;*
- *Law in Management and Business.*

These parts of the programme are carried out according to the curriculum as shown in the table below.

*Table 10:* Learning units of a part of the study programme

No.	Learning unit	OSW		OSW	ISW	ASW	ECTS
		L	T				
1.	MODULE: Course 1	15	10	25	155	180	6
2.	Course 2	15	10	25	155	180	6
3.	Course 3	15	10	25	155	180	6
4.	Elective course 1	15	10	25	155	180	6
5.	Elective course 2	15	10	25	155	180	6
6.	Elective course 3	15	10	25	155	180	6
7.	Project work				180	180	6
<b>TOTAL</b>		<b>90</b>	<b>60</b>	<b>150</b>	<b>1110</b>	<b>1260</b>	<b>42</b>

Each part of the second-cycle study programme *Business and Information Systems Management* comprises 42 ECTS. It consists of three courses within the selected module (18 ECTS), three elective courses (18 ECTS) and project work (6 ECTS).

Students complete a part of the second-cycle study programme *Business and Information Systems Management* when they have successfully fulfilled all their study obligations in the extent of 42 ECTS, for which they receive a certificate (according to Article 32a of the Higher Education Act – last indent), which is a public document.

#### 4.6.1 Accounting

*Accounting* is a part of the study programme aimed at improving, completing, deepening and updating the knowledge of accounting in the second cycle.

##### *Curriculum of the part of the study programme Accounting*

The part of the study programme *Accounting* comprises 42 ECTS. It consists of three courses within the *Accounting* module (18 ECTS), three elective courses (18 ECTS) and project work (6 ECTS).

Table 11: Curriculum of the part of the study programme

ACCOUNTING							
No.	Learning unit	OSW		OSW	ISW	ASW	ECTS
		L	T				
1.	Accounting for Decision-making	15	10	25	155	180	6
2.	Financial Accounting	15	10	25	155	180	6
3.	Tax Accounting	15	10	25	155	180	6
4.	Elective course 1	15	10	25	155	180	6
5.	Elective course 2	15	10	25	155	180	6
6.	Elective course 3	15	10	25	155	180	6
7.	Project work				180	180	6
<b>TOTAL</b>		<b>90</b>	<b>60</b>	<b>150</b>	<b>1110</b>	<b>1260</b>	<b>42</b>

Student obligations and forms of reviewing and assessing knowledge are described in individual learning units' course syllabus.

Students complete the part of the study programme *Accounting* when they have fulfilled all their study obligations in the extent of 42 ECTS, for which they receive a certificate (according to Article 32a of the Higher Education Act – last indent), which is a public document.

#### 4.6.2 Marketing

*Marketing* is a part of the study programme aimed at improving, completing, deepening and updating the knowledge of marketing in the second cycle.

##### *Curriculum of the part of the study programme Marketing*

The part of the study programme *Marketing* comprises 42 ECTS. It consists of three courses within the *Marketing* module (18 ECTS), three elective courses (18 ECTS) and project work (6 ECTS).

Table 12: Curriculum of the part of the study programme

MARKETING							
No.	Learning unit	OSW		OSW	ISW	ASW	ECTS
		L	T				
1.	Developmental Marketing of Products and Services	15	10	25	155	180	6
2.	Quantitative Models in Marketing	15	10	25	155	180	6
3.	International Marketing	15	10	25	155	180	6
4.	Elective course 1	15	10	25	155	180	6
5.	Elective course 2	15	10	25	155	180	6
6.	Elective course 3	15	10	25	155	180	6
7.	Project work				180	180	6
<b>TOTAL</b>		<b>90</b>	<b>60</b>	<b>150</b>	<b>1110</b>	<b>1260</b>	<b>42</b>

Student obligations and forms of reviewing and assessing knowledge are described in individual learning units' course syllabus.

Students complete the part of the study programme *Marketing* when they have fulfilled all their study obligations in the extent of 42 ECTS, for which they receive a certificate (according to Article 32a of the Higher Education Act – last indent), which is a public document.

#### 4.6.3 Human Resources

*Human Resources* is a part of the study programme aimed at improving, completing, deepening and updating the knowledge of human resources in the second cycle.

##### *Curriculum of the part of the study programme Human Resources*

The part of the study programme *Human Resources* comprises 42 ECTS. It consists of three courses within the *Human Resources* module (18 ECTS), three elective courses (18 ECTS) and project work (6 ECTS).

Table 13: Curriculum of the part of the study programme

HUMAN RESOURCES							
No.	Learning unit	OSW		OSW	ISW	ASW	ECTS
		L	T				
1.	Human Resource Management	15	10	25	155	180	6
2.	Knowledge and Innovation Management	15	10	25	155	180	6
3.	Learning Organisation	15	10	25	155	180	6
4.	Elective course 1	15	10	25	155	180	6
5.	Elective course 2	15	10	25	155	180	6
6.	Elective course 3	15	10	25	155	180	6
7.	Project work				180	180	6
<b>TOTAL</b>		<b>90</b>	<b>60</b>	<b>150</b>	<b>1110</b>	<b>1260</b>	<b>42</b>

Student obligations and forms of reviewing and assessing knowledge are described in individual learning units' course syllabus.

Students complete the part of the study programme *Human Resources* when they have fulfilled all their study obligations in the extent of 42 ECTS, for which they receive a certificate (according to Article 32a of the Higher Education Act – last indent), which is a public document.

#### **4.6.4 Law in Management and Business**

*Law in Management and Business* is a part of the study programme aimed at improving, completing, deepening and updating the knowledge of law in management and business in the second cycle.

#### **Curriculum of the part of the study programme Law in Management and Business**

The part of the study programme *Law in Management and Business* comprises 42 ECTS. It consists of three courses within the *Law in Management and Business* module (18 ECTS), three elective courses (18 ECTS) and project work (6 ECTS).

Table 14: Curriculum of the part of the study programme

LAW IN MANAGEMENT AND BUSINESS							
No.	Learning unit	OSW		OSW	ISW	ASW	ECTS
		L	T				
1.	EU Law	15	10	25	155	180	6
2.	Commercial Law	15	10	25	155	180	6
3.	Administrative Law	15	10	25	155	180	6
4.	Elective course 1	15	10	25	155	180	6
5.	Elective course 2	15	10	25	155	180	6
6.	Elective course 3	15	10	25	155	180	6
7.	Project work				180	180	6
<b>TOTAL</b>		<b>90</b>	<b>60</b>	<b>150</b>	<b>1110</b>	<b>1260</b>	<b>42</b>

Student obligations and forms of reviewing and assessing knowledge are described in individual learning units' course syllabus.

Students complete a part of the second-cycle study programme *Law in Management and Business* when they have successfully fulfilled all their study obligations in the extent of 42 ECTS, for which they receive a certificate (according to Article 32a of the Higher Education Act – last indent), which is a public document.

## **5 ACCESS REQUIREMENTS AND CRITERIA FOR THE SELECTION OF CANDIDATES IN THE EVENT OF ENROLMENT RESTRICTIONS**

### **Access requirements**

On the basis of the provisions of Article 38.a of the Higher Education Act, the prerequisite for enrolment in the first year of the master's programme is to complete:

- first-cycle study programme in relevant professional fields (180 ECTS);
- first-cycle study programme from other professional fields (180 ECTS) if before enrolment the student has completed study obligations that are essential for the continuation of the studies in the scope of 10 up to 60 ECTS;
- higher professional study programme adopted before 11 June 2004.

Relevant professional fields for enrolment in the study field of Business Systems Management are: social sciences (Klasius P-16: 0311) and business and administrative

sciences (Klasius P-16: 041). Graduates of programmes from other professional fields must complete additional study obligations necessary for the continuation of the programme, amounting to at least 12 ECTS from the subjects of the first study cycle: Macroeconomics I (7 ECTS) and Management Fundamentals (5 ECTS). These study obligations can be completed during the first cycle of studies, in continuing education programmes or by taking examinations before enrolling in the master's degree programme.

Relevant professional fields for enrolment in the study field Management and Development of Information Systems are: Information and Communication Technology (Klasius P-16: 061), Mathematics (Klasius P-16: 0541), Statistics (Klasius P-16: 0542), Physics (Klasius P-16: 0533), Electronics and Automatisations (Klasius P-16: 0714).

Graduates of programmes from other professional fields must complete additional study obligations necessary for the continuation of the programme, amounting to at least 14 ECTS from the subjects of the first study cycle: Fundamentals of Computer and Information Science (7 ECTS) and Programming I (7 ECTS). These study obligations can be completed during the first cycle of studies, in continuing education programmes or by taking examinations before enrolling in the master's degree programme.

Prerequisites for enrolment in the second year of both fields of study

Graduates of previous study programmes for obtaining a university education in the same or a related professional field (240 ECTS).

Enrolment is also open to graduates of equivalent foreign study programmes.

#### **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 case of enrolment restriction, candidates are selected according to the following criteria:

- Average grade achieved at the undergraduate level (70%);
- Grade of the diploma thesis (30%).

## **6 CRITERIA FOR RECOGNITION OF SKILLS AND COMPETENCES GAINED BEFORE ENROLMENT**

Upon the candidate's written application, enclosed certificates and other documents, the faculty recognizes the knowledge, qualification or skills acquired before the enrolment in the study programme that, in terms of content and complexity, fully or partially correspond to the general or course-specific competences defined by the second-cycle study programme *Business and Information Systems Management*.

- a. If *the knowledge was acquired through formal/informal education*, candidates are required to submit evidence of this knowledge in the form of certificates and other documents ("atypical certificates", portfolio, documents on a completed part of a study programme, course or other form of education) which clearly show the content of these programmes and the scope of student work.. Based on this evidence that must be submitted by June at the latest for the following academic year, candidate's prior knowledge is recognized in the extent of up to 20 ECTS. Students enrolling in the second year based on the Criteria for transferring between study programmes are not eligible to apply for the recognition of prior knowledge for the second-year courses.

- b. If *the knowledge was acquired through experiential learning*, students can request the reviewing and assessing of knowledge at the faculty.

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

## 7 EXAMINATION AND KNOWLEDGE ASSESSMENT

Examination and knowledge assessment is developed so as to provide higher education teachers and students with continuous quality information on the progress and achievement of the set competences and objectives of the study programme. The study programme requires students to study on a regular basis, therefore knowledge assessment is diagnostic, formative and summative. It takes place regularly during and after the completion of individual courses.

The estimated methods of examination and knowledge assessment are: examinations, project paper in the work environment as well as basic, applied or developmental research papers, oral presentations, master's thesis.

The aforementioned methods of examination and knowledge assessment take place individually.

In core courses of the study programme, the obligations of students are the same and they include: active participation in lectures and tutorials, successfully prepared project paper in the work environment or basic, applied or developmental research paper with a presentation and defence as well as successfully passed examination.

In elective contents (modules, elective courses) the obligations of students include 100% attendance at lectures and tutorials, active participation and completed project paper in the work environment or basic, applied or developmental research paper with presentation and defence. If the student does not have 100% attendance in the elective part of the programme, his / her obligation is successfully prepared project work in the work environment or basic, applied or developmental research paper with presentation and defence as well as successfully passed examination.

The student must achieve at least 55% of the required points for a passing grade. Procedures and rules for the examination and knowledge assessment, as well as procedures for the recognition of credit points earned in other programmes at the same or other higher education institutions are governed by special regulations.

Examination and knowledge assessment methods are defined in individual course syllabuses and align with the examination of the achieved course objectives, expected study results and development of the general and course-specific competences. For the purpose of providing diverse learning and teaching methods, and to ensure validity, reliability and objectivity, higher education teachers use different combinations of examination and knowledge assessment in individual courses. Knowledge assessment includes all taxonomy levels and also takes into account the quality of the structure and the organization of knowledge.

At the beginning of the course, each course leader familiarises students with the course implementation plan and the study obligations or the proportions that each component of the examination and knowledge assessment and skills contributes to the final grade of the subject.

*Table 15: Grading scale*

Grade		ECTS grade		Criteria in %	Description of knowledge
10	Excellent	A	Excellent	95 – 100%	Outstanding performance with only minor errors
9	Very good	B	Very good	85 – 94%	Above-average standard but with some errors
8	Very good	C	Good	71 – 84%	Generally sound work with a number of notable errors
7	Good	D	Satisfactory	61 – 70%	Fair knowledge but with significant shortcomings
6	Sufficient	E	Sufficient	55 – 60%	Knowledge meets the minimum criteria
5 - 1	Fail	F	Fail	95 – 55%	Knowledge does not meet the minimum criteria
	Pass	P	Pass	55 – 100%	Knowledge meets the minimum criteria
	Fail	F	Fail	< 55 %	Knowledge does not meet the minimum criteria

To receive a positive grade, students must achieve at least 55% of the required points. Grades from the grading scale are converted to ECTS grades. The procedures and rules on examination and knowledge assessment and the procedures for the recognition of ECTS credit points acquired in other programmes offered by the same or another higher education institution are governed by the Rules for examination and assessment of knowledge.

## 8 PROGRAMME ADVANCEMENT REQUIREMENTS

In order to advance from the first to the second year, students must achieve at least 45 ECTS. If they have not completed all study obligations, students can advance to the second year if they have a legitimate reason.

Students who have not completed all study obligations required for the advancement to the following year may only repeat a year once during their course of study or only once change the study programme. Students can repeat a year if they have completed at least one half of their study obligations (30 ECTS) from the first year. The second year cannot be repeated.

Students can advance and complete their studies in a shorter period of time than is provided by the study programme.

### ***Guidance and counselling***

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

The following activities are organized during the study period:

- Counselling for promoting self-awareness, effective conflict resolution and building positive social contacts;
- Training for professional writing and effective learning;
- Tutoring to help solve problems arising from the organization or realization of study obligations;
- Mentoring where higher education teachers and associates lead students to successful study results based on an individual approach;
- Counselling for overcoming personal issues;
- Counselling in the integration of graduates into employment and various forms of lifelong learning.

## **9 PROVISIONS ON TRANSFERS BETWEEN STUDY PROGRAMMES**

Transfers between study programmes are regulated by the valid Criteria for Transfers between Study Programmes. Transfer between study programmes means terminating student's education in the study programme where they were enrolled and continuing it in another study programme that recognizes all or a part of the study obligations completed in the previous study programme.

The transfer to the Master's degree programme *Business and Information Systems Management* is possible on two levels:

- Transfer from other master's degree programmes (second cycle);
- Transfer from four-year university study programmes implemented until 11 June 2004.

Students who fulfil the requirements can enrol in the following (second) year of the Master's degree programme. The knowledge acquired in the previous study programme must correspond, partially or wholly, to the general and course-specific competences of the other study programme in terms of range, content and complexity.

Enrolment requirements for the ***second year*** of the Master's degree study programme *Business and Information Systems Management* are:

- Four-year university study programme in the same or related professional field, implemented until 11 June 2004.

For the study field Business Systems Management, a candidate who has completed a four-year university degree in an unrelated professional field recognized by 11 June 2004, must complete additional obligations from the subjects of the first year for enrolment in the 2: Macroeconomics II (8 ECTS), Microeconomics II (8 ECTS) and Research Methodology (8 ECTS).

For the study field Management and Development of Information Systems, a candidate who has completed a four-year university degree in an unrelated professional field recognized by 11 June 2004, must complete additional obligations from the subjects of the first year for enrolment in the 2: Development and Maintenance of Software Systems (8 ECTS), Information and Communication Systems (8 ECTS) and Research Methodology (8 ECTS).

Individual transfer applications are addressed by the relevant faculty commission in accordance with the procedures and rules on the recognition of exams and other study obligations and recognition of previously acquired knowledge.

The same criteria apply to the recognition of knowledge acquired abroad.

## **10 TYPES OF STUDY IMPLEMENTATION**

The study is implemented as part-time study.

Lectures include the entire group of students, while tutorials are carried out in small groups. The study is implemented according to the academic calendar.

Organized study work is carried out consecutively, one learning unit after another. Each learning unit begins with lectures, followed by tutorials or laboratory work and examination. All learning units follow the same order.

Another type of study, i.e. distance education, can be organized for candidates who are, for objective reasons, unable to attend the lectures, live in geographically remote or less accessible areas, are physically impaired or are mothers with small children. The faculty implements it taking into account the needs of the environment and in accordance with the resolutions of the senate.

## **11 STUDY COMPLETION REQUIREMENTS**

The requirement for the completion of the study is the completion of all study programme obligations in the extent of 120 ECTS.

Students who enrol in the second year according to the Criteria for transferring between study programmes are required to complete all study programme obligations in the extent of at least 60 ECTS.

## **12 REQUIREMENTS FOR THE COMPLETION OF INDIVIDUAL PARTS OF THE STUDY PROGRAMME**

The requirement for the completion of individual parts of the study programme is the completion of all study programme obligations in the extent of 42 ECTS. Upon completion, candidates receive a certificate, which is a public document.

## **13 PROFESSIONAL TITLE**

V skladu z določili Zakona o strokovnih in znanstvenih naslovih študent po zaključku študija pridobi strokovni naslov:

- the study field Business Systems *magister ekonomskih in poslovnih ved, abbreviated mag. ekon. in posl. ved,*
- *magistrica ekonomskih in poslovnih ved, abbreviated mag. ekon. in posl. ved.*

- the study field Management and Development of Information Systems
  - *magister inženir računalništva in informatike, abbreviated mag. inž. rač. in inf.,*
  - *magistrica inženirka računalništva in informatike, abbreviated mag. inž. rač. in inf.*

In accordance with Article 32a of the Higher Education Act and the provisions of the Rules on Diploma Supplement, graduates of the second-cycle study programme *Business and Information Systems Management* receive a Diploma Supplement issued by the faculty.



Assist. Prof. Dr. Malči Grivec, Dean

Signature