

STUDY PROGRAMME CURRICULUM ADMINISTRATION

2024/2025

Name of study programme	Administration
Programme characteristics	
Type	higher professional
Cycle	bachelor
University of Ljubljana members	Faculty of Public Administration, Gosarjeva ulica 5, 1000 Ljubljana, Slovenija

Year 1

				Contact hours									
	University Course Code	Course title	Lecturers	Lectures	Seminar	Tutorials	Clinical tutorials	Other forms of study	Individual student work	Total hours	ECTS	Semesters	Elective
1.	0060871	INTRODUCTION TO LAW AND CONSTITUTIONAL FOUNDATION	Nejc Brezovar	60		30		70	80	240	8	1st semester	no
2.	0060872	BASIC STATISTICS	Lan Umek	60		30		70	80	240	8	1st semester	no
3.	0060873	BASIC INFORMATICS	Damijana Keržič	45				15	30	90	3	1st semester	no
4.	0060874	COMPUTER PRACTICUM	Damijana Keržič			45		15	30	90	3	1st semester	no
5.	0060877	BUSINESS AND ADMINISTRATIVE COMMUNICATION: LANGUAGE AND STYLE	Tadeja Rozman	45		30		45	60	180	6	2nd semester	no
6.	0060878	ADMINISTRATIVE LAW AND PUBLIC ADMINISTRATION	Mirko Pečarič	45		30		45	60	180	6	2nd semester	no
7.	0060879	ACCOUNTING	Tatjana Stanimirović	45		30		45	60	180	6	2nd semester	no

8.	0060880	BASIC ECONOMICS	Aleksander Aristovnik, Veronika Petkovšek	45		30		45	60	180	6	2nd semester	no
9.	0060881	BASICS OF ORGANISATION	Nina Tomaževič	45		30		45	60	180	6	2nd semester	no
10.	0082815	TUJI JEZIK				75		85	80	240	8	All-year	no
		Total		390	0	330	0	480	600	1800	60		

Year 1, Tuji jezik

				Contact hours									
	University Course Code	Course title	Lecturers	Lectures	Seminar	Tutorials	Clinical tutorials	Other forms of study	Individual student work	Total hours	ECTS	Semesters	Elective
1.	0082813	ENGLISH FOR SPECIFIC PURPOSES	Vida Zorko			75		85	80	240	8	All-year	no
2.	0082814	GERMAN LANGUAGE FOR SPECIFIC PURPOSES	Margit Horvath			75		85	80	240	8	All-year	no
		Total		0	0	150	0	170	160	480	16		

Študent glede na predhodno znanje izbira med Angleškim ali Nemškim jezikom.

Year 2

				Contact hours									
	University Course Code	Course title	Lecturers	Lectures	Seminar	Tutorials	Clinical tutorials	Other forms of study	Individual student work	Total hours	ECTS	Semesters	Elective
1.	0060882	BASICS OF ADMINISTRATIVE PROCEDURE	Polonca Kovač	60		30		70	80	240	8	1st semester	no
2.	0060883	ADMINISTRATIVE OPERATION	Janez Stare	60		30		70	80	240	8	1st semester	no
3.	0060884	INFORMATION SYSTEMS DEVELOPMENT FOR	Anamarija Leben	45		30		65	70	210	7	1st semester	no

		BUSINESS PROCESS SUPPORT											
4.	0060885	TAX SYSTEM	Maja Klun	45		30		65	70	210	7	1st semester	no
5.	0060886	LABOUR RELATIONS, CIVIL SERVANTS AND SOCIAL SECURITY RELATIONS	Valentina Franca	45		30		45	60	180	6	2nd semester	no
6.	0060887	ECONOMICS OF PUBLIC ENTERPRISES AND NON-PROFIT ORGANISATIONS	Veronika Petkovšek	45		30		45	60	180	6	2nd semester	no
7.	0060888	LOCAL SELF-GOVERNMENT	Iztok Rakar	45		30		45	60	180	6	2nd semester	no
8.	0060889	CUSTOMERS RELATIONSHIP	Tatjana Kozjek	45		30		45	60	180	6	2nd semester	no
9.	0070599	ELECTIVE COURSE 1		20				90	70	180	6	2nd semester	yes
		Total		410	0	240	0	540	610	1800	60		

Year 2, Izbirni predmeti

				Contact hours									
	University Course Code	Course title	Lecturers	Lectures	Seminar	Tutorials	Clinical tutorials	Other forms of study	Individual student work	Total hours	ECTS	Semesters	Elective
1.	0070560	BUSINESS ENGLISH FOR EFFECTIVE COMMUNICATION	Vida Zorko			28		90	62	180	6	1st semester	yes
2.	0070562	SOCIAL RESPONSIBILITY	Nina Tomaževič	20				90	70	180	6	1st semester	yes
3.	0070563	MANAGEMENT IN PUBLIC SECTOR	Nina Tomaževič	20				90	70	180	6	1st semester	yes
4.	0070564	METHODOLOGICAL PRACTICUM	Janez Stare	20				90	70	180	6	1st semester	yes
5.	0070565	GERMAN IN ADMINISTRATIVE PRACTICE	Margit Horvath			28		90	62	180	6	2nd semester	yes

6.	0070566	ORGANISATIONAL BEHAVIOUR	Tatjana Kozjek	20				90	70	180	6	2nd semester	yes
7.	0070567	BASIS OF SURVEY RESEARCH METHOD IN ADMINISTRATION	Lan Umek	20				90	70	180	6	1st semester	yes
8.	0070568	PREPARATION AND IMPLEMENTATION OF EU CO-FUNDING PROJECT	Aleksander Aristovnik	20				90	70	180	6	1st semester	yes
9.	0070569	FUNDAMENTAL EU POLICIES AND PUBLIC SECTOR	Aleksander Aristovnik	20				90	70	180	6	2nd semester	yes
10.	0070570	EVALUATION METHODS FOR DECISION-MAKING SUPPORT	Anamarija Leben	20				90	70	180	6	1st semester	yes
11.	0070571	INTERNET AND SOCIAL CHANGE	Dalibor Stanimirović	20				90	70	180	6	1st semester	yes
12.	0070572	DEVELOPMENT PLANNING AND ASSESSMENT OF THE PUBLIC POLICIES' IMPACTS	Mitja Durnik, Stanka Setnikar Cankar, Veronika Petkovšek	20				90	70	180	6	1st semester	yes
13.	0070574	SOCIAL ASPECTS FLEXIBILITY AT THE FIELD OF WORK	Tatjana Kozjek	20				90	70	180	6	1st semester	yes
14.	0070575	THE EUROPEAN UNION'S CONSTITUTIONAL CRISIS	Bruno Nikolić	20				90	70	180	6	2nd semester	yes
15.	0070576	DIGITAL MARKETING	Tina Jukić	20				90	70	180	6	1st semester	yes
16.	0070578	INSPECTION SUPERVISION	Polonca Kovač	20				90	70	180	6	1st semester	yes

17.	0070581	ADVANCED USE OF EXCEL FOR DATA MANAGEMENT IN BUSINESS ENVIRONMENT	Mitja Dečman	20				90	70	180	6	1st semester	yes
18.	0070583	BASICS OF REAL ESTATE LAW	Nejc Brezovar	20				90	70	180	6	1st semester	yes
19.	0070584	BUSINESS OF ENTREPRENEURS AND ATHLETES	Tatjana Stanimirovič	20				90	70	180	6	1st semester	yes
20.	0070586	BUSINESS COMMUNICATION IN GERMAN LANGUAGE	Margit Horvath			28		90	62	180	6	1st semester	yes
21.	0070587	PRACTICUM – MASTERING TEXTS	Damijana Keržič	20				90	70	180	6	1st semester	yes
22.	0070588	LAW AND NEW TECHNOLOGIES	Tina Sever	20				90	70	180	6	2nd semester	yes
23.	0070592	SUPERVISION IN PUBLIC ADMINISTRATION	Jernej Buzeti	20				90	70	180	6	1st semester	yes
24.	0110052	INTERNATIONAL LABOUR LAW	Valentina Franca	20				90	70	180	6	1st semester	yes
25.	0559166	CANADA-EUROPEAN UNION RELATIONS	Mitja Durnik	20				90	70	180	6	2nd semester	yes
26.	0559168	METHODS FOR EVALUATING ENVIRONMENTAL POLICIES	Žiga Kotnik	20				90	70	180	6	1st semester	yes
27.	0559169	GOVERNANCE OF SMALL STATES	Primož Pevcin	20				90	70	180	6	1st semester	yes
28.	0559170	SUSTAINABLE MANAGEMENT OF DRINKING AND WASTE WATER	Veronika Petkovšek	20				90	70	180	6	1st semester	yes

29.	0640076	MANAGING NON-GOVERNMENTAL ORGANIZATIONS	Nejc Brezovar, Tatjana Stanimirović	20				90	70	180	6	1st semester	yes
30.	0643316	DIGITAL GOVERNMENT FOR CITIZENS	Maja Klun, Mitja Dečman, Tina Sever	20	0	0	0	90	70	180	6	1st semester	yes
31.	0643317	DIGITAL CITIZEN	Janez Stare, Jernej Buzeti	20				90	70	180	6	1st semester	yes
Total				560	0	84	0	2790	2146	5580	186		

Year 3, Izbirni predmeti

				Contact hours									
	University Course Code	Course title	Lecturers	Lectures	Seminar	Tutorials	Clinical tutorials	Other forms of study	Individual student work	Total hours	ECTS	Semesters	Elective
1.	0070560	BUSINESS ENGLISH FOR EFFECTIVE COMMUNICATION	Vida Zorko			28		90	62	180	6	1st semester	yes
2.	0070562	SOCIAL RESPONSIBILITY	Nina Tomaževič	20				90	70	180	6	1st semester	yes
3.	0070563	MANAGEMENT IN PUBLIC SECTOR	Nina Tomaževič	20				90	70	180	6	1st semester	yes
4.	0070564	METHODOLOGICAL PRACTICUM	Janez Stare	20				90	70	180	6	1st semester	yes
5.	0070565	GERMAN IN ADMINISTRATIVE PRACTICE	Margit Horvath			28		90	62	180	6	2nd semester	yes
6.	0070566	ORGANISATIONAL BEHAVIOUR	Tatjana Kozjek	20				90	70	180	6	2nd semester	yes
7.	0070567	BASIS OF SURVEY RESEARCH METHOD IN ADMINISTRATION	Lan Umek	20				90	70	180	6	1st semester	yes
8.	0070568	PREPARATION AND IMPLEMENTATION	Aleksander Aristovnik	20				90	70	180	6	1st semester	yes

		OF EU CO-FUNDING PROJECT											
9.	0070569	FUNDAMENTAL EU POLICIES AND PUBLIC SECTOR	Aleksander Aristovnik	20				90	70	180	6	2nd semester	yes
10.	0070570	EVALUATION METHODS FOR DECISION-MAKING SUPPORT	Anamarija Leben	20				90	70	180	6	1st semester	yes
11.	0070571	INTERNET AND SOCIAL CHANGE	Dalibor Stanimirović	20				90	70	180	6	1st semester	yes
12.	0070572	DEVELOPMENT PLANNING AND ASSESSMENT OF THE PUBLIC POLICIES' IMPACTS	Mitja Durnik, Stanka Setnikar Cankar, Veronika Petkovšek	20				90	70	180	6	1st semester	yes
13.	0070574	SOCIAL ASPECTS FLEXIBILITY AT THE FIELD OF WORK	Tatjana Kozjek	20				90	70	180	6	1st semester	yes
14.	0070575	THE EUROPEAN UNION'S CONSTITUTIONAL CRISIS	Bruno Nikolić	20				90	70	180	6	2nd semester	yes
15.	0070576	DIGITAL MARKETING	Tina Jukić	20				90	70	180	6	1st semester	yes
16.	0070578	INSPECTION SUPERVISION	Polonca Kovač	20				90	70	180	6	1st semester	yes
17.	0070581	ADVANCED USE OF EXCEL FOR DATA MANAGEMENT IN BUSINESS ENVIRONMENT	Mitja Dečman	20				90	70	180	6	1st semester	yes
18.	0070583	BASICS OF REAL ESTATE LAW	Nejc Brezovar	20				90	70	180	6	1st semester	yes

19.	0070584	BUSINESS OF ENTREPRENEURS AND ATHLETES	Tatjana Stanimirović	20				90	70	180	6	1st semester	yes
20.	0070586	BUSINESS COMMUNICATION IN GERMAN LANGUAGE	Margit Horvath			28		90	62	180	6	1st semester	yes
21.	0070587	PRACTICUM – MASTERING TEXTS	Damijana Keržič	20				90	70	180	6	1st semester	yes
22.	0070588	LAW AND NEW TECHNOLOGIES	Tina Sever	20				90	70	180	6	2nd semester	yes
23.	0070592	SUPERVISION IN PUBLIC ADMINISTRATION	Jernej Buzeti	20				90	70	180	6	1st semester	yes
24.	0110052	INTERNATIONAL LABOUR LAW	Valentina Franca	20				90	70	180	6	1st semester	yes
25.	0559168	METHODS FOR EVALUATING ENVIRONMENTAL POLICIES	Žiga Kotnik	20				90	70	180	6	1st semester	yes
26.	0559169	GOVERNANCE OF SMALL STATES	Primož Pevcin	20				90	70	180	6	1st semester	yes
27.	0559170	SUSTAINABLE MANAGEMENT OF DRINKING AND WASTE WATER	Veronika Petkovšek	20				90	70	180	6	1st semester	yes
28.	0559166	CANADA-EUROPEAN UNION RELATIONS	Mitja Durnik	20				90	70	180	6	2nd semester	yes
29.	0640076	MANAGING NON-GOVERNMENTAL ORGANIZATIONS	Nejc Brezovar, Tatjana Stanimirović	20				90	70	180	6	1st semester	yes
30.	0640075	CIVIL SERVICE SYSTEM	Valentina Franca	20				90	70	180	6	1st semester	yes
31.	0643316	DIGITAL GOVERNMENT FOR CITIZENS	Maja Klun, Mitja	20	0	0	0	90	70	180	6	1st semester	yes

			Dečman, Tina Sever										
32.	0643317	DIGITAL CITIZEN	Janez Stare, Jernej Buzeti	20				90	70	180	6	1st semester	yes
		Total		580	0	84	0	2880	2216	5760	192		

Public administration (direction/track)

Year 3

				Contact hours									
	University Course Code	Course title	Lecturers	Lectures	Seminar	Tutorials	Clinical tutorials	Other forms of study	Individual student work	Total hours	ECTS	Semesters	Elective
1.	0573704	DIGITAL GOVERNMENT	Mitja Dečman	45		30		45	60	180	6	2nd semester	no
2.	0573705	SOCIAL ADMINISTRATIVE PROCEDURES	Polonca Kovač, Tina Sever	45		30		45	60	180	6	2nd semester	no
3.	0060892	BUDGET FINANCING	Maja Klun	45		30		45	60	180	6	1st semester	no
4.	0060893	BUSINESS COMMUNICATION	Janez Stare	45		30		45	60	180	6	1st semester	no
5.	0060894	PUBLIC SERVICES	Mirko Pečarič	45		30		45	60	180	6	1st semester	no
6.	0060895	COMPARATIVE POLITICS	Mitja Durnik	45		30		45	60	180	6	1st semester	no
7.	0060896	STUDENT PLACEMENT	Žiga Kotnik	10				200	30	240	8	2nd semester	no
8.	0060897	DIPLOMA THESIS							300	300	10	2nd semester	no
9.	0573702	IZBIRNI PREDMET 2		20				90	70	180	6	1st semester	yes
10.	0070601	IZBIRNI PREDMET 3		20				90	70	180	6	2nd semester	yes
		Total		320	0	180	0	650	830	1980	66		

študent izmed šestih obveznih predmetov predmetov izbire pet

Business administration (direction/track)

Year 3

				Contact hours									
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	University Course Code	Course title	Lecturers	Lectures	Seminar	Tutorials	Clinical tutorials	Other forms of study	Individual student work	Total hours	ECTS	Semesters	Elective
1.	0060898	COMPANY LAW	Valentina Franca	45		30		45	60	180	6	1st semester	no
2.	0573695	PROJECT MANAGEMENT	Žiga Kotnik	45		30		45	60	180	6	2nd semester	no
3.	0060900	PERSONNEL MANAGEMENT	Tatjana Kozjek	45		30		45	60	180	6	1st semester	no
4.	0060901	CREATIVITY AND INNOVATION IN ADMINISTRATION	Sabina Bogilović	45		30		45	60	180	6	1st semester	no
5.	0573698	BUSINESS PROCESS MANAGEMENT AND REENGINEERING	Anamarija Leben	45		30		45	60	180	6	2nd semester	no
6.	0060903	PUBLIC PROCUREMENT AND PUBLIC TENDERS	Tina Sever, Veronika Petkovšek	45		30		45	60	180	6	1st semester	no
7.	0060896	STUDENT PLACEMENT	Žiga Kotnik	10				200	30	240	8	2nd semester	no
8.	0060897	DIPLOMA THESIS							300	300	10	2nd semester	no
9.	0573702	IZBIRNI PREDMET 2		20				90	70	180	6	1st semester	yes
10.	0070601	IZBIRNI PREDMET 3		20				90	70	180	6	2nd semester	yes
Total				320	0	180	0	650	830	1980	66		

študent izmed šestih obveznih predmetov predmetov izbere pet