

## INFORMATION ON THE ADMINISTRATION - PUBLIC SECTOR GOVERNANCE STUDY PROGRAMME

### Basic information

Name of programme:	<b>Administration - Public Sector Governance</b>
Programme content	
Type of programme	Master's study programme
Level:	2 <sup>nd</sup> cycle
KLASIUS-SRV	Master's study programme (second Bologna cycle)/master's degree (second Bologna cycle) (17003)
ISCED	<ul style="list-style-type: none"> <li>Business and Administrative Sciences (34)</li> </ul>
KLASIUS-P	<ul style="list-style-type: none"> <li>Business and Administrative Sciences (more detail unspecified) (3400)</li> </ul>
KLASIUS-P-16	<ul style="list-style-type: none"> <li>Interdisciplinary educational activities/outcomes, mainly business and administrative sciences, law (0488)</li> </ul>
Frascati	<ul style="list-style-type: none"> <li>Social Sciences (5)</li> </ul>
SQF level	SQF level 8
EQF level	EQF level 7
QF-EHEA level	2 <sup>nd</sup> cycle
Areas/modules/fields of study	<ul style="list-style-type: none"> <li>No segmentation (study programme)</li> <li>Public Administration (field of study)</li> <li>Public Governance and the EU (field of study)</li> <li>Management (field of study)</li> </ul>
Members of the University of Ljubljana	<ul style="list-style-type: none"> <li>Faculty of Public Administration, Gosarjeva ulica 5, 1000 Ljubljana, Slovenia</li> </ul>
Duration (years)	2
Number of ECTS per year	60
Type of enrolment	full-time, part-time

### Main objectives of the programme:

- to provide the graduate with quality knowledge and understanding of content in the broader professional field of administrative and business sciences, which on the basis of the developed competencies acquired in the programme will enable immediate employability and an appropriate starting point for continuing studies at the 3rd level;
- to educate graduates with in-depth knowledge in the field of interdisciplinary and multidisciplinary administrative science (economics, law, organisation, management, political science, sociology, informatics);
- to train the student for successful and efficient planning, organisation, management and supervision of tasks in key process and managerial positions;
- to train graduates to solve the most demanding problems in public and business administration;
- to train second-level graduates for research and development work, and to enable the acquisition of knowledge, research experience and competencies for independent scientific research.

## General competencies (study results)

- Ability to develop theoretical, methodological and useful insight,
- understanding of more complex issues, problems and content,
- ability to think creatively and apply new knowledge,
- ability to perform independent research,
- autonomous solving of more demanding professional and scientific problems,
- ability to analyse, synthesise and evaluate,
- ability to self-reflect and act in an ethical way,
- ability to lead an interdisciplinary team,
- leadership and organisational skills,
- ability to act autonomously and make decisions,
- ability to network and influence,
- ability to use information and communication technology,
- ability to perform in front of people,
- spoken and written communication ability for professional needs in the mother tongue and at least one foreign language;
- ability for lifelong learning in a knowledge society.

## Subject-specific competencies (study results)

- ability to solve more complex problems in the field of public administrative theory and practice in groups,
- ability to adapt practice to specific administrative contexts,
- development of knowledge and understanding in interdisciplinary fields of public administrative sciences,
- ability to detect practical problems in the field of public administrative science,
- ability to perform independent research work, and in-depth understanding and application of quantitative and qualitative research methods,
- ability to lead and coordinate in interdisciplinary research and project teams in the field of administrative sciences,
- leadership abilities,
- ability to manage the business system in the public and private sector,
- ability to discuss presented solutions with the professional public,
- ability to autonomously solve more complex professional and scientific problems,
- ability to reflect on the values of ethical action,
- ability to stimulate new challenges in human resource development,
- knowledge and understanding of theory, scientific paradigms and field development,
- ability to assess the consequences of regulatory measures at different levels of decision-making and operation of the company,
- ability to understand the multidimensionality of the process of development and operation of e-government
- ability to manage public finance instruments, mechanisms and institutions in the implementation of economic policies,

- assessment of the various public administration arrangements in the EU and globally,
- understanding and assessment of the differences between legal arrangements, procedural arrangements, human resources management, economic policies and the functioning of public services between countries,
- understanding of complex procedural situations that arise in decision-making in administrative matters,
- understanding of the interdependence between economic developments, social institutions and political decisions,
- ability to make decisions at social and organisational levels,
- knowledge and mastery of the types of integration processes, European institutions and policies,
- ability to understand the functioning of national parliaments,
- ability to understand European regional policies,
- ability to manage employment, service and social relations,
- ability to understand the constitutional aspects of public administration,
- ability to master various methods and techniques of development and establishment of information systems,
- understanding of the computerisation of business processes,
- mastery of strategic planning and management,
- ability to develop and use databases and data architecture in organisations,
- understanding and assessment of tax systems within the EU,
- ability to assess and manage economic policies,
- ability to evaluate the operation of public services and the legal aspects related to their operation,
- understanding and assessment of the international protection of human rights,
- understanding of more complex tax procedures.

## Enrolment Conditions

***Persons who wish to enrol in the Administration - Public Sector Governance study programme must have completed:***

***a) a first-cycle study programme, evaluated with at least 180 ECTS, in any expert field,***

***b) an equivalent study programme obtained in accordance with current regulations in the Republic of Slovenia or abroad.***

## Selection criteria in the case of restricted enrolment

In the case of restricted enrolment, the selection of candidates takes into account their academic success in the first-cycle study programme (average grade - 25%, undergraduate thesis - 25%) and the grade of the elective exam in administrative law, IT, organisation and economic management (-50%).

## Criteria for the recognition of competencies and skills acquired prior to enrolment in the programme

The recognition of competencies and skills in the Administration master's study programme at the second level also takes into account the competencies and skills acquired by students before enrolment, in various forms of formal education or training programmes.

The knowledge acquired by students in formal forms of education at the second level and demonstrated by certificates and other documents, which show the content and scope of the student's work, is evaluated according to the ECTS system.

Up to 10 ECTS, which can replace elective courses in the study programme, may be awarded to a second-cycle master's degree student on the basis of presented documents that certify any completed work (project, study, publication and other authored works). The student may also apply for recognition of the contents of their research seminar (up to 8 ECTS).

In this way, up to 45 ECTS, i.e. up to 25% of the study programme may be recognised for eligibility in the first-cycle higher education study programme.

Individual applications for recognition of competencies and skills acquired before enrolment are considered and decided on by the Faculty of Public Administration in accordance with the criteria for recognition adopted by the University of Ljubljana.

## Assessment Methods

Assessment methods are consistent with the [Statute of UL](#) and listed in the curricula.

## Programme Advancement Conditions

*In order to enrol in the second year, students of the Administration - Public Sector Governance Master's study programme must complete their mandatory obligations in the amount of at least 52 credit points. A student may only apply for their thesis topic when they are missing a maximum of 40 ECTS before completion (including the final thesis).*

## Conditions for transitioning between programmes

*Enrolment in the 2nd year of the Administration - Public Sector Governance Master's study programme is, in accordance with the criteria for transitions between study programmes, open to:*

- 1. candidates transferring from a study programme which, upon completion of their studies, would ensure the acquisition of comparable competencies;*
- 2. candidates transferring from a study programme from which at least half of the European Credit Transfer and Accumulation System (ECTS) obligations from the study programme from which they are transferring, may be recognised under the recognition criteria and relate to the compulsory subjects of the study programme being transferred to.*

*"Applicants must meet the conditions for enrolment in the programme to which they are transferring. The competent authority shall determine, for each candidate separately, any differential and other obligations that the candidate must fulfil by the time of completion of the study programme."*

## Conditions for completion of studies

The condition for completing the master's degree study programme is the production and successful defence of the master's thesis.

## Conditions for completion of individual parts of the programme, if the programme contains them

(no information)

### Professional, scientific or artistic title (male)

- Magister upravnih ved

### Professional, scientific or artistic title (female)

- Magistrica upravnih ved

## CURICULUM

### 1<sup>st</sup> year

				Contact hours									
	Code	Name	Lecturer	Lecture	Seminar	Exercises	Clinical Excercises	Other fotms of study	Indipendet work	Total hours	ECTS	Semester	Course type
1.	2000	RESEARCH METHODS IN SOCIAL SCIENCES	Jože Benčina	28	14			118	80	240	8	2. semester	core
2.	2001	CONTEMPORARY PUBLIC ADMINISTRATION	Iztok Rakar	28	14			118	80	240	8	1. semester	core
3.	2002	ECONOMIC ANALYSIS IN PUBLIC ADMINISTRATION	Aleksander Aristovnik	28	14			118	80	240	8	1. semester	core
4.	2003	LEADERSHIP IN PUBLIC ADMINISTRATION	Janez Stare	28	14			118	80	240	8	2. semester	core
5.	2004	INFORMATION TECHNOLOGIES IN PUBLIC ADMINISTRATION	Dimitar Hristovski, Tina Jukić	28	14			118	80	240	8	1. semester	core
6.	774	ADMINISTRATIVE PROCEDURAL LAW	Polonca Kovač	28	14			118	80	240	8	2. semester	core
7.		CORE ELECTIVE COURSE 1		21	11			88	60	180	6	2. semester	core
8.		CORE ELECTIVE COURSE 2		21	11			88	60	180	6	1. semester	core
Total				210	106	0	0	884	600	1800	60		

- \*1st year students choose two elective courses from a set of three pairs of mandatory electives for the 1st year in the table below.

1<sup>st</sup> year, \*1<sup>st</sup> MANDATORY ELECTIVE COURSES

				Contact hours									
	Code	Name	Lecturer	Lecture	Seminar	Exercises	Clinical Excercises	Other fotms of study	Indipendet work	Total hours	ECTS	Semester	Course type
1.	2005	MANAGEMENT OF INVESTMENT PROJECTS IN PUBLIC SECTOR	Jože Benčina	21	11			88	60	180	6	1. semester, 2. semester	elective
2.	2006	CHANGE AND RISK MANAGEMENT IN GOVERNMENT	Primož Pevcin	21	11			88	60	180	6	1. semester, 2. semester	elective
Total				42	22	0	0	176	120	360	12		

1<sup>st</sup> year, \*2<sup>nd</sup> MANDATORY ELECTIVE COURSES

				Contact hours									
	Code	Name	Lecturer	Lecture	Seminar	Exercises	Clinical Excercises	Other fotms of study	Indipendet work	Total hours	ECTS	Semester	Course type
1.	2007	HUMAN RESOURCES MANAGEMENT IN PUBLIC ADMNISTRATION	Tatjana Kozjek	21	11			88	60	180	6	1. semester, 2. semester	elective
2.	2008	INFORMATION GOVERNANCE	Mitja Dečman	21	11			88	60	180	6	1. semester, 2. semester	elective
Total				42	22	0	0	176	120	360	12		

1<sup>st</sup> year, \*3<sup>rd</sup> MANDATORY ELECTIVE COURSES

				Contact hours									
	Code	Name	Lecturer	Lecture	Seminar	Exercises	Clinical Exercises	Other forms of study	Indipendet work	Total hours	ECTS	Semester	Course type
1.	2009	EU LAW AND ADMINISTRATION	Verica Trstenjak	21	11			88	60	180	6	1. semester, 2. semester	elective
2.	2010	LOCAL AND REGIONAL GOVERNANCE	Iztok Rakar	21	11			88	60	180	6	1. semester, 2. semester	elective
Total				42	22	0	0	176	120	360	12		

Upon enrolment in the 2nd year, the student chooses one of three fields of study, within which they complete 4 mandatory courses and two elective courses.

2<sup>nd</sup> year, PUBLIC ADMINISTRATION TRACK

				Contact hours									
	Code	Name	Lecturer	Lecture	Seminar	Exercises	Clinical Exercises	Other forms of study	Indipendet work	Total hours	ECTS	Semester	Course type
1.	2011	PUBLIC POLICY ANALYSIS	Mitja Durnik, Stanka Setnikar Cankar	21	11			88	60	180	6	1. semester	core
2.	2012	ORGANIZATIONAL DYNAMCS	Jernej Buzeti	21	11			88	60	180	6	1. semester	core
3.	2013	ECONOMICS AND BUSINESS ANALYSIS	Stanka Setnikar Cankar	21	11			88	60	180	6	1. semester	core
4.	2014	REGULATORY TECHNIQUES	Mirko Pečarič	21	11			88	60	180	6	1. semester	core
5.	0000	**ELECTIVE COURSE 1		21	11			88	60	180	6	1. semester	elective

6.	2022	PERSONAL DEVELOPMENT SEMINAR	Tatjana Kozjek	21				59	40	120	4	2. semester	core
7.	0000	** ELECTIVE COURSE 2		21	11			88	60	180	6	2. semester	elective
8.	2016	MASTER THEASIS							600	600	20	2. semester	core
Total				147	66	0	0	587	1000	1800	60		

\*\*The student may choose elective courses from the set of electives in the table of elective courses for the 2<sup>nd</sup> year, or by choosing elective courses from other comparable accredited 2<sup>nd</sup> level study programmes at the Faculty of Public Administration or other domestic or foreign faculties. If a student decides to take an elective course offered at another member university in Slovenia or abroad, they need the prior consent of the Commission for Academic Affairs.

#### 2<sup>nd</sup> year, PUBLIC GOVERNANCE AND EU TRACK

				Kontaktne ure									
	Code	Name	Lecturer	Lecture	Seminar	Exercises	Clinical Excercises	Other fotms of study	Indipendet work	Total hours	ECTS	Semester	Course type
1.	2011	PUBLIC POLICY ANALYSIS	Mitja Durnik, Stanka Setnikar Cankar	21	11			88	60	180	6	1. semester	core
2.	2020	SUSTAINABLE DEVELOPMENT	Nina Tomaževič	21	11			88	60	180	6	1. semester	core
3.	2021	EUROPEAN PUBLIC FINANCE	Maja Klun	21	11			88	60	180	6	1. semester	core
4.	2019	METHODS, TECHNIQUES AND INFORMATION TOOLS FOR BUSINESS PROCESS REEINGENEERING	Tina Jukić	21	11			88	60	180	6	1. semester	core
5.	0000	**ELECTIVE COURSE 1		21	11			88	60	180	6	1. semester	elective
6.	2022	PERSONAL DEVELOPMENT SEMINAR	Tatjana Kozjek	21				59	40	120	4	2. semester	core

7.	0000	** ELECTIVE COURSE 2		21	11			88	60	180	6	2. semester	elective
8.	2016	MASTER THEASIS							600	600	20	2. semester	core
Total				147	66	0	0	587	1000	1800	60		

\*\*The student may choose elective courses from the set of electives in the table of elective courses for the 2<sup>nd</sup> year, or by choosing elective courses from other comparable accredited 2<sup>nd</sup> level study programmes at the Faculty of Public Administration or other domestic or foreign faculties. If a student decides to take an elective course offered at another member university in Slovenia or abroad, they need the prior consent of the Commission for Academic Affairs.

## 2<sup>nd</sup> GOVERNANCE

				Kontaktne ure									
	Code	Name	Lecturer	Lecture	Seminar	Exercises	Clinical Exercises	Other forms of study	Indipendet work	Total hours	ECTS	Semester	Course type
1.	2015	LEGAL ASPECTS OF HUMAN RESOURCE MANAGEMENT IN ADMINISTRATION	Valentina Franca	21	11			88	60	180	6	1. semester	core
2.	2017	STRATEGIC MANAGEMENT IN THE PUBLIC SECTOR II	Primož Pevcin	21	11			88	60	180	6	1. semester	core
3.	2018	MECHANISMS OF PUBLIC FINANCING	Maja Klun	21	11			88	60	180	6	1. semester	core
4.	2019	METHODS, TECHNIQUES AND INFORMATION TOOLS FOR BUSINESS PROCESS REENGINEERING	Tina Jukić	21	11			88	60	180	6	1. semester	core
5.	0000	**ELECTIVE COURSE 1		21	11			88	60	180	6	1. semester	elective
6.	2022	PERSONAL DEVELOPMENT SEMINAR	Tatjana Kozjek	21				59	40	120	4	2. semester	core
7.	0000	**ELECTIVE COURSE 2		21	11			88	60	180	6	2. semester	elective

8.	2016	MASTER THEASIS							600	600	20	2. semester	core
		Total		147	66	0	0	587	1000	1800	60		

\*\*The student may choose elective courses from the set of electives in the table of elective courses for the 2<sup>nd</sup> year, or by choosing elective courses from other comparable accredited 2<sup>nd</sup> level study programmes at the Faculty of Public Administration or other domestic or foreign faculties. If a student decides to take an elective course offered at another member university in Slovenia or abroad, they need the prior consent of the Commission for Academic Affairs.

## ELECTIVE COURSES

	Code	Name	Lecturer	Contact hours					Indipendet work	Total hours	ECTS	Semester
				Lecture	Seminar	Exercises	Clinical Excersises	Other fotms of study				
1.	2023	TAX PROCEDURAL LAW	Polonca Kovač	21	11			88	60	180	6	1. semester, 2. semester
2.	2025	TAX SYSTEM AND EU	Maja Klun	21	11			88	60	180	6	1. semester, 2. semester
3.	2027	ORGANIZATION AND MANAGEMENT DEVELOPMENT	Nina Tomaževič	21	11			88	60	180	6	1. semester, 2. semester
4.	2026	INNOVATIONS IN THE PUBLIC SECTOR	Primož Pevcin	21	11			88	60	180	6	1. semester, 2. semester
5.	2029	HUMAN RIGHTS AND PUBLIC ADMINISTRATION	Verica Trstenjak	21	11			88	60	180	6	1. semester, 2. semester
6.	2030	EU POLICIES AND FINANCIAL INSTRUMENTS	Aleksander Aristovnik	21	11			88	60	180	6	1. semester, 2. semester
7.	2031	DECISION SUPPORT SYSTEMS IN ADMINISTRATION	Dimitar Hristovski	21	11			88	60	180	6	1. semester, 2. semester

8.	2032	PUBLIC SERVICES II	Mirko Pečarič	21	11			88	60	180	6	1. semester, 2. semester
		Total		168	88	0	0	704	480	1440	48	