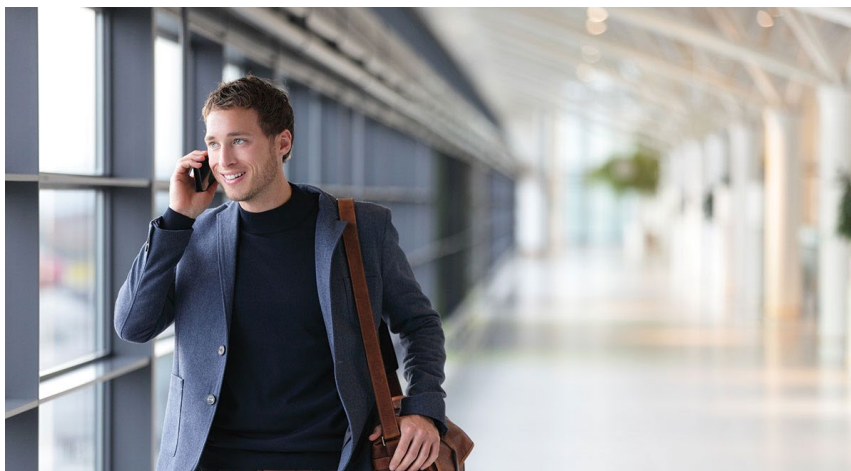




ALMA MATER EUROPAEA
ECM
THE UNIVERSITY FOR LEADERSHIP

MASTER'S PROGRAMME IN EUROPEAN BUSINESS STUDIES



PROGRAMME HANDBOOK

June 2014, Maribor (updated July 2019)

Contents:

OVERVIEW OF THE PROGRAMME	2
FUNDAMENTAL GOALS OF THE PROGRAMME	2
COMPETENCES OBTAINED WITH THE PROGRAMME	3
SYLLABUS WITH THE CREDIT POINTS' EVALUATION OF THE STUDY OBLIGATIONS	7
ADMISSION REQUIREMENTS AND SELECTION CRITERIA IF THE NUMBER OF APPLICANTS EXCEEDS THE MAXIMUM AVAILABILITY OF PLACES	11
CRITERIA FOR RECOGNISING THE KNOWLEDGE AND SKILLS ACQUIRED PRIOR TO ADMISSION	12
ASSESSMENT OF KNOWLEDGE.....	12
CONDITIONS FOR ADVANCEMENT IN THE PROGRAMME.....	13
EMPLOYABILITY INFORMATION	15
CONTACT DETAILS.....	17

OVERVIEW OF THE PROGRAMME

Title:

- Master of European Business Studies.

The programme is based on the lifelong learning principle and it is expressly interdisciplinary, with a focus on:

- administration and business sciences,
- social sciences,
- ICT, and
- knowledge obtained from the practice.

FUNDAMENTAL GOALS OF THE PROGRAMME

The basic goal of the programme is to educate and train staff in all commercial, public sector and public administration segments (at the national and lower levels) in the areas of business sciences, economy and law at the European level. Depending on the selected study field, students can obtain general and specific theoretic knowledge necessary for various types of responsibility at all levels in the preparation and management of European projects, management of private and public enterprises, specific knowledge needed to solve the current business and legal issues, or knowledge in the area of regional and local development planning.

The fundamental goals of the master's programme are the following:

- students will deepen and extend the application of multi-disciplinary, theoretic, analytical and practical knowledge in broader professional areas connected with business operations, management, economy, law and information science;
- students will develop competences to understand economic systems in the modern global system;
- students will connect the available resources with the needs based on the business objective-related project;
- students will understand the cause and consequences of changing and developing the business environment in global and local frameworks and discover new challenges and business opportunities;
- students will obtain the ability of team work, cooperation and making connections in the search for practical and innovative solutions;
- students will deepen their knowledge of using state-of-the-art scientific-research methods, including the state-of-the-art analytical

procedures in new and changing circumstances, and thus obtain the ability for independent research and critical judging of possible solutions;

- students will obtain the ability to develop independent critical views and reflexions related to modern issues of development in the globalisation and knowledge specialisation processes;
- students will obtain the ability to develop independent and responsible task management skills and teamwork connection skills;
- students will obtain the ability to independently search for new knowledge resources in the scientific as well as professional area, and
- develop the responsibility to the profession and environment, and co-responsibility to a balanced development of society and maintaining progress under the changed circumstances of a multicultural Europe.

The intertwined professional, methodological and personality and social competences will develop a special profile of graduate. Depending on the study field, the increasing interest and demand for creative, innovative and project management in institutions and enterprises will be met, as well as for the abilities of continuous management and solving of current business and legal issues and the implementation thereof into an optimally functional organisation as a subject of the European economic and social area, or for the management of analytical and strategic decision-making at the level of cities and regions.

The existing study programmes in Slovenia do not ensure comprehensive competences of management and knowledge of the European legal and political system, values, civilisation and institutions. We expect that the offered study fields of the master's programme to contribute to an easier and better recognition of Slovenian experts or organisations in the international environment.

COMPETENCES OBTAINED WITH THE PROGRAMME

In line with the determined goals of the study programme, the students will develop the following **general competences**:

- to manage research methods and procedures with the use of various analytical and prognostic tools;
- the ability to effectively use IT and information management;

- the ability to analyse complex problems and synthesis of solutions, and to take responsibility for making a prognosis, strategy and sustainable development;
- the ability to think creatively and effectively solve project, business and legal and regional and local development issues;
- the ability of effective management and teamwork;
- knowing and understanding the development of business, economic and other social sciences and their role in the global world;
- autonomy and self-confidence in professional work.

Below are the **subject-specific competences** that the students will be equipped with by the end of the study programme:

1.) Study field: European Project Management

- understanding theoretical approaches and their creative use in solving concrete problems in the area of obtaining, managing and application of projects to the EU calls for tenders separately, in all legal organisational types of companies, institutions and public institutions;
- the ability to analyse and solve concrete project problems with the creative use of scientific research methods and procedures and methodologies of international comparisons;
- managing the fundamental knowledge in the field of project work: management, economy, law, and business research methodology and its interdisciplinary application with sustainable development as its goal;
- the ability to place new information and interpretations into the context of business and administration sciences;
- the ability of understanding, analysis and creative facing the challenges delivered by globalisation and the informatization of the modern society at the intersection of project work, business operations, management, economy and production processes with the use of creative thinking methods and techniques;
- being trained to manage the management, economic and technological views of international project operations and qualifications for all project management levels;

- understanding the general structure of project work and connection with management, law, economy, information science, human resources, communicology and other contents;
- the ability to work on projects, communicate, lobby and negotiate in the international and multicultural environment;
- the ability to use IT and systems as the source of information in the area of project work;
- the ability of contextual, analytical thinking and socially responsible project work, understanding intercultural views and commitment to the business culture, ethics, norms and values, and a high-level of professionalism;
- the ability of critical reflection and developing social and communication competences to work in an international environment.

2.) Study field: *European Integrations*

- recognising, analysing and organising economic and legal issues for the economy and public services at the national and local levels, and EU institutions;
- the ability to manage the latest economic, business and legal practices, procedures and systems in the EU;
- recognising and observing the legal standards, procedures and operations and activities in Slovenia and the EU;
- being familiar with the operation and management of organisations in the EU as a system;
- training for in-depth research work in the interdisciplinary field of legal, economic and business systems;
- the ability to make professional analysis, synthesis and anticipate solutions and consequences in legal, economic and business systems, processes and functions;
- the ability to independently use the obtained theoretical knowledge to solve problems in the practice in the management of economic, business and legal systems;
- developing communication skills and abilities, especially continuous communication in the international environment in the area of economic, business and legal systems;

- the ability to work and create in the international environment with an emphasis on using the resources of Slovenian and European law;
- the ability to reasonably solve concrete work problems in the area of legal, economic and business issues using modern practices, methods and procedures;
- the ability to understand and place new economic, legal and business information and interpretations into the context of the basic discipline;
- knowing and understanding the justifications and history of the development of legal institutions;
- understanding and using critical analysis methods and the development of legal institutions, theories and their use in solving concrete work problems;
- intensive and continuous use of information and communication technology in European economic, legal and business systems;
- intensive and continuous use of information management systems at their concrete work positions in the process of operations and management of the legal business system;
- knowing modern legal practices, procedures, methodology and organisation of work in their concrete working environment;
- the ability to connect knowledge from various areas and its integration in concrete applications of legal business relationships;
- the ability to form independent expert opinions on the operation of the legal business system;
- the ability to plan, manage procedures and management methods of large legal business systems; and
- the ability to cooperate with the environment in the preparation and implementation of procedures in legal business systems.

3.) Study field: Economic Development of Regions and Cities

This study field will equip students with the following **subject-specific** competences:

- general theoretic knowledge enabling an in-depth understanding of various views of regional and local economic and social development and its planning;

- a comprehensive and systematic insight into economic, legal, technological, sociological and ecological views of development;
- an in-depth knowledge and understanding of basic theories of economic and social development and knowing methods and techniques of planning the regional/local economic development and planning;
- the ability to use modern expert findings and approaches as the basis for solving practical issues;
- the ability to connect various kinds of knowledge and the use of an interdisciplinary approach to finding practical solutions in solving demanding tasks,
- practical and effective knowledge and management of development projects, preparation of development projections and programmes and use of software tools;
- flexibility in the preparation of development projects and management of changes and interdisciplinary understanding of the cultural and development plurality of Slovenian and European space;
- knowing the fundamental principles and concepts of development in the future and planning of sustainable development;
- skills oriented towards professional knowledge and extensive critical judgement of possible solutions and understanding of various aspects of modern social changes and development processes;
- the ability to create strategic economic planning of local communities and regions, and development of instruments for its implementation into practice;
- training to assume responsibility for the management of the most demanding tasks that are closely connected with individual areas of regional and local development;
- the ability of independent use of the obtained theoretical and expert knowledge to solve problems in practice in the regional and spatial planning of the socioeconomic development.

SYLLABUS WITH THE CREDIT POINTS' EVALUATION OF THE STUDY OBLIGATIONS

EUROPEAN BUSINESS STUDIES SYLLABUS – European project management

No.	COURSE	ECTS
YEAR 1		
1st SEMESTER		
1.	European political, economic and legal system	6
2.	EU project management methodology	6
3.	European institutions, networks and lobbying	6
4.	Research methods and systemic approach	6
5.	Ethics and professional standards	6
TOTAL		30
2nd SEMESTER		
6.	Project management	6
7.	Management of European projects	6
8.	Legal aspects of European projects	6
9.	Financing European projects	6
10.	Project portfolio management in the strategic context	6
TOTAL		30
TOTAL PER YEAR		60
YEAR 2		
3rd SEMESTER		
11	Elective course I	6
12.	Elective course II	6
13.	Elective course III	6
14.	Elective course IV	6
15.	Internship or excursion or seminar paper	6
TOTAL		30
-4- SEMESTER		
16.	Master's thesis	30
TOTAL		30
TOTAL PER YEAR		60
TOTAL PER STUDY PROGRAMME		120

ELECTIVE COURSES		ECTS
1.	European Civilisation and Cultural Values	6
2.	European Project Funding	6
3.	Croatia in European Integration Processes	6
4.	Communication for European Project Management	6
5.	Essentials of Organisational Communication	6
6.	Applied Entrepreneurship and Leadership	6

7.	Business English	6
8.	Preparation for IPMA certification	6
9.	Modern Leadership	6
10.	Project risks, changes and constraints management	6

EUROPEAN BUSINESS STUDIES SYLLABUS – European integrations

No.	COURSE	ECTS
YEAR 1		
-1- SEMESTER		
1.	European political and economic-legal system	6
2.	European civilization and cultural values	6
3.	European institutions, networks and lobbying	6
4.	Research methods and systemic approach	6
5.	Ethics and professional standards	6
TOTAL		30
2nd SEMESTER		
6.	Development of the European economic, political and cultural integration	6
7.	Internal markets of the EU	6
8.	European public limited company	6
9.	Intellectual property	6
10.	Competitive law of the EU	6
TOTAL		30
TOTAL PER YEAR		60
YEAR 2		
3rd SEMESTER		
11	Elective course I	6
12.	Elective course II	6
13.	Elective course III	6
14.	Elective course IV	6
15.	Internship or study trip and seminar paper	6
TOTAL		30
4th SEMESTER		
16.	Master's thesis	30
TOTAL		30
TOTAL PER YEAR		60
TOTAL PER STUDY PROGRAMME		120

ELECTIVE COURSES		ECTS
1.	Political, legal-economic and cultural transition in the South East Europe	6
2.	International legal position of EU	6
3.	Cohesion policy of the EU	6
4.	Management of intercultural differences	6

5.	Research and development in the EU	6
6.	Common agricultural policy of the EU	6
7.	Eco-system management	6
8.	Social and labour law of the EU	6

EUROPEAN BUSINESS STUDIES SYLLABUS – Economic development of regions and cities

No.	COURSE	ECTS
YEAR 1		
1st SEMESTER		
1.	European political and economic-legal system	6
2.	European civilization and cultural values	6
3.	European institutions, networks and lobbying	6
4.	Research methods and systemic approach	6
5.	Ethics and professional standards	6
TOTAL		30
2nd SEMESTER		
6.	Project management	6
7.	Development and management of regions in Europe	6
8.	Regional development and regional economic planning	6
9.	Urbanism and planning of urban area	6
10.	Development and planning of rural area	6
TOTAL		30
TOTAL PER YEAR		60
YEAR 2		
3rd SEMESTER		
11	Elective course I	6
12.	Elective course II	6
13.	Elective course III	6
14.	Elective course IV	6
15.	Internship or study trip and seminar paper	6
TOTAL		30
4th SEMESTER		
16.	Master's thesis	30
TOTAL		30
TOTAL PER YEAR		60
TOTAL PER STUDY PROGRAMME		120

ELECTIVE COURSES		ECTS
1.	Economic and social development theories	6
2.	Local and regional development strategies	6

3.	Urban economics and politics	6
4.	Cohesion policy of the EU	6
5.	Management of intercultural differences	6
6.	Research and development in the EU	6
7.	Common agricultural policy of the EU	6
8.	Eco-system management	6
9.	Social and labour law of the EU	6

ADMISSION REQUIREMENTS AND SELECTION CRITERIA IF THE NUMBER OF APPLICANTS EXCEEDS THE MAXIMUM AVAILABILITY OF PLACES

In line with Articles 38a (conditions for admission to the master's and doctoral study programme) and 41 (greater demand than places available) of the Higher Education Act, the following persons may apply for the master's study programme in European Business Studies:

- 1st cycle students from the same expert area,
- 1st cycle students from other expert areas who before being admitted to the programme must fulfil the study obligations that are vital to continue the study programme equalling 20 ECTS credits in corresponding courses of the 2nd cycle of the study programme in European Business Studies at Alma Mater Europaea - European Centre, Maribor, which a candidate selects from the array of the basic courses,
- students who completed a higher education professional study programme before the amendment to the ZVIS in the same expert area,
- students who completed a higher education professional study programme before the amendment to the ZVIS in another expert area and who before choosing a master's topic must fulfil the study obligations that are vital to continue the study programme equalling 20 ECTS credits in corresponding courses of the 1st cycle of the study programme in European Business Studies at Alma Mater Europaea - European Centre, Maribor, which a candidate selects from the array of the basic courses.

If there is greater demand than there are places available, the applicants will be selected according to the overall grade in the 1st cycle study programme (average grade, diploma thesis grade), or individual grades of study programme courses or course-related areas of the 1st cycle or of an elective determined by the study programme.

The requirements for admission to the part-time study are the same as for full-time study.

The estimated number of available places:

part-time study: 45 candidates *

Note: * The minimum number of applicants for part-time study is 10.

CRITERIA FOR RECOGNISING THE KNOWLEDGE AND SKILLS ACQUIRED PRIOR TO ADMISSION

Alma Mater Europaea – European Centre, Maribor, will take into account the knowledge, competences and skills acquired prior to admission if they match, fully or in part, the contents and the educational goals of the general and/or subject-specific competences of the study programme where knowledge is obtained through formal learning and evaluated with a corresponding certificate.

Knowledge obtained through informal learning shall not be recognised.

The basic criterion for recognition is the comparability of the knowledge obtained elsewhere with the learning units, skills and competences provided by the master's programme in European Business Studies.

ASSESSMENT OF KNOWLEDGE

The methods and types of assessment are determined and listed in the syllabus of each course. In general, they are as follows:

- written exam,
- oral exam,
- tutorial work (practical work, homework),
- practical work report,
- seminar paper,
- presentation of the seminar paper,
- preparation and presentation of the project.

The teachers follow the general rules of assessment determined by the Senate and other rules when assessing students' work.

CONDITIONS FOR ADVANCEMENT IN THE PROGRAMME

Conditions for advancement to Year 2

To advance to the second year, the student must collect a minimum of 40 ECTS credits with the exams passed in Year 1, and he or she must pass the following exams:

- *European political and economic-legal system,*
- *European civilization and cultural values,*
- *European institutions, networks and lobbying,*
- *Research methods and systemic approach.*

Year 1 repeaters or students taking a year off shall have the same conditions to advance to Year 2 as the regular students.

Repeating a year

A student who has not met the conditions for advancement may repeat the year if he or she has collected a minimum of 30 ECTS credits with the passed exams of the year he or she wants to repeat. If a student has not collected 30 ECTS credits for justifiable reasons, the Study Issues Committee may exceptionally grant repeating a year. It is only permitted to repeat a year once throughout the entire study programme if the reason is the failure to fulfil the obligations.

Extending the student status

The student's status may be extended by a maximum of one year, if a student does not advance to a higher year for justifiable reasons, in line with the documents of Alma Mater Europaea - European Centre, Maribor.

Provisions on the transfer between programmes

Transfer between programmes is possible within the 2nd cycle programmes of Alma Mater Europaea, European Centre, Maribor, and to and from other faculties in accordance with the Higher Education Act (applies for the programmes adopted in line with the Higher Education Act from 2004), Criteria for transfers between programmes, and other regulations. Students who were enrolled prior to the introduction of the new study programmes and are entitled to repeat a year but due to the gradual introduction of new study programmes cannot repeat a year in accordance with the programme which they have enrolled in, shall transfer to the new programme under the same conditions as the students of new programmes.

To transfer from other study programmes to the 2nd cycle master's study programme in European Business Studies, the applicant shall submit a certified copy of the fulfilled obligations at the higher education institution where they were previously enrolled, and an official transcription from confirmed and valid syllabuses of the courses and other contents in which they have fulfilled the study obligations from the same or similar programmes. If the syllabuses (courses and other contents of the study programme) from the candidates' previous study programme do not overlap in a corresponding extent with the contents of the master's programme, the Student Issues Committee may set the missing obligations to the applicants, which they must fulfil in order to graduate under the new programme.

In accordance with the Vocational and Technical Education Act, transfers from higher education bachelor programmes implemented before 1994 are not possible.

Conditions for transfer between the master's programmes

Transfer between programmes is possible from and to the 2nd cycle programmes of Alma Mater Europea, European Centre, Maribor, in accordance with the Higher Education Act, Criteria for transfers between programmes, and other regulations. Students who were enrolled prior to the introduction of the new study programmes and are entitled to repeat a year but due to the gradual introduction of new study programmes cannot repeat a year in accordance with the programme which they have enrolled in, shall transfer to the new programme under the same conditions as the students of new programmes.

The students of master's study programmes in management or organisation who meet the conditions for admission to the new master's study programme in European Business Studies shall be determined the missing obligations which they must fulfil in order to complete the master's degree under the new programme. The conditions apply for both the study programmes that were adopted before the Higher Education Act from 2004, as well as those adopted afterwards.

Conditions to transfer to the master's programme in European Business Studies from other study programmes

The students of university study programmes in this area and similar university study programmes of the 1st cycle (business studies, organisation,

management, etc.), who meet the conditions for admission to the new study programmes in European Business Studies at Alma Mater Europaea - European Centre, Maribor, shall be determined the missing obligations which they must fulfil in order to complete the master's degree under the new programme.

The students who completed a university study programme before the amendment to the ZVis in the same or another expert area shall have their study obligations recognised in the following way:

- for the same expert area 60 ECTS credits (students may choose among the basic courses of the programme in European Business Studies),
- for other areas, the Student Issues Committee of the higher education institution will study each application separately and accordingly determine the recognised credit points.

Counselling and guidance

The aid system will be offered to students in the framework of the master's programme in European Business Studies, which is in line with point 9 of Article 7 of the Accreditation Criteria. Students will have their year representatives – tutors – from Year 1 onwards.

Conditions to complete the study programme

The study programme is considered completed when all the mandatory obligations of the study programme have been completed and a minimum of 120 ECTS credits collected.

EMPLOYABILITY INFORMATION

Graduates of the master's programme in **European Business Studies** will obtain the fundamental knowledge in the areas of business and administration sciences, economy, management, social sciences, information science and law, and in addition also specialised knowledge and competences in the area of the international environment operation. Entrepreneurship, creativity and competences for innovation are the key determinants for graduates' adaptability and employability. The master's programme in European Business Studies is comparable with similar programmes outside of Slovenia. The graduates of the programme will, therefore, be able to find jobs abroad, thus promoting the free movement of the labour force in Europe.

A graduate in **European Project Management** will be equipped with the knowledge to strategically manage companies and other organisations; furthermore, they will be trained to transform strategies of profit and non-profit organisations into projects; create models of their project implementation, organise successful project operations in project-oriented organisations, plan business project outcomes, and include risk management in project management and implementation. Moreover, they will be able to use the obtained knowledge to create new solutions in the area of project organisation and project management in various organisation environments. Their potential jobs are in the state administration and supervisory boards, including the position of programme manager, and they will be trained to perform internationally standardised jobs such as “project programme director”, “project manager”, and “project leader”, and to carry out other functions in the comprehensive project organisation.

The master’s study field in **European Integrations** is intended for the following target groups of postgraduate students who are already employed in certain positions and perform certain functions, and to anyone aspiring to obtain certain positions or functions.

- Younger persons aged up to 33 with a university degree who are employed in the Slovenian public administration or elsewhere, have up to five years of working experience and who are, in a special selection procedure, selected as “concours” candidates, i.e. a public competition which is a precondition to obtain a full-time job in bodies of the European community, and anticipated to work in the mission of the Republic of Slovenia in the European Union and for work in the Slovenian public administration in the field of European matters. This is the so-called “fast steam group” as a special category of persons whom the training and education strategy to enhance the administrative skills before the entry of Slovenia into the European Community pays special and priority attention. To this category, the master’s study programme will represent a strategy-complementary education programme.
- The highest categories of administrative workers in administrative bodies engaged primarily in European matters. Part-time study will be organised for these categories, or study based on study holidays.
- Administrative officials – state secretaries, heads and deputy heads of government services and bodies affiliated to ministries. After the enforcement of the new administration act, a majority of the current

politically appointed state secretaries will be replaced by career heads of the main sectors at ministries which are not run by state secretaries. To those seeking jobs at such positions the master's programme will represent an opportunity to promote and obtain additional education in the field of international, comparative and European studies.

- The master's study as the continuation or integral part of the internship for the leading positions and functions in public administration and especially in the area of European integrations.

The study field in the **Economic Development of Regions and Cities (EDRC)** equips students with the knowledge needed by experts in the analysis and treatment of national-economic, regional and local issues, especially at the strategic level. Methodological courses ensure graduates in EDRC to become top-quality analysts who can find jobs in the corporate sector (which engages in economic development-related issues), the public sector or the state administration.

The general competences obtained in the study field in EDRC are particularly the development of the ability to make quality analysis, synthesis, anticipate solutions and manage methods and procedures needed for research work, critical judgment and decision-making. Special emphasis is also placed on the development of the ability to work autonomously. Graduates will be able to make or at least cooperate in research teams, or to make and manage teams in even the largest systems regardless of the sector. The study programme will also equip students with the ability to communicate with international partners, whether they are researchers or managers.

CONTACT DETAILS

If you need further information, please contact:
Alma Mater Europaea – European Centre, Maribor
Slovenska 17
2000 Maribor

Tel.: +386 (0)2 250-19-99
Fax: +386 (0)2 250-19-98
E-mail: info@almamater.si