SLOVENSKO
OGRODJE
KVALIFIKACIJ

Diplomant upravnih ved (un)/diplomantka upravnih ved (un)

Selected qualifications

Organizator/organizatorka poslovanja

Name of qualification	Diplomant upravnih ved (un)/diplomantka upravnih ved (un)
Translated title (no legal status)	Bachelor of Arts in administration
Type of qualification	Diploma prve stopnje (UN)
Category of qualification	Izobrazba
Type of education	Academic bachelor's education
Duration	3 years
Credits	180 credits

Admission requirements

• Matura or
• vocational matura; or
• school-leaving examination (prior to 1 June 1995) under any four-year secondary school programme.

ISCED field

Field
Poslovne in upravne vede, pravo

ISCED subfield

subfield interdisciplinarne izobraževalne aktivnosti/izidi, pretežno poslovne in upravne vede, pravo

Qualification level

SQF 7
EQF 6
First level

Learning outcomes

The qualification holder will be able to:
(general competences)

- analyse, synthesise and envisage solutions and the consequences of phenomena,
- master research methods, procedures and processes in the field of social sciences and develop critical and self-critical assessment in the field of social sciences,
- develop communication skills,
- apply knowledge of administration, organisation, economics and IT in practice,
- demonstrate autonomy in professional work and in making business decisions,
- demonstrate a capacity for ethical reflection and a commitment to professional ethics in public administration,

(subject-specific competences)

- understand and apply critical analysis methods and development theories, and apply them in solving specific technical issues,
- acquire skills in the application of knowledge in a specific technical field,
- demonstrate familiarity with and understanding of administrative, legal, management, economic, IT and administrative organisational sciences,
- search for new information in the fields of administration, law, economics, organisation and IT in literature and in practice, and demonstrate the ability to apply such information,
- resolve specific professional problems through the application of scientific methods and procedures,
- use information and communication technologies and IT systems.

Assessment and completion

Students' knowledge is assessed by means of practical exercises and seminar papers, and also via products, projects, performances, services, etc. and by examinations. Examination performance is graded as follows: 10 (excellent); 9 (very good: above-average knowledge but with some mistakes); 8 (very good: solid results); 7 (good); 6 (adequate: knowledge satisfies minimum criteria); 5–1 (inadequate). In order to

pass an examination, a candidate must achieve a grade between adequate (6) and excellent (10).

Progression

Students may progress to the next year if by the end of the academic year they have completed all requirements defined by the study programme for progression to the next year.

Transitions

Second-cycle master's study programmes (SQF level 8)

Condition for obtaining certificate

Students must meet all requirements defined by the study programme to complete their studies.

Awarding body

University of Ljubljana, Faculty of Administration

URL

http://www.fu.uni-lj.si/en/