



**UČNI NAČRT PREDMETA / COURSE SYLLABUS**

<b>Predmet:</b>	Upravno poslovanje
<b>Course title:</b>	Administrative Management

Študijski program in stopnja Study programme and level	Študijska smer Study field	Letnik Academic year	Semester Semester
Državne in evropske študije I. stopnje		3	5
Governmental and European Studies Ist degree		3	5

**Vrsta predmeta / Course type**

**Univerzitetna koda predmeta / University course code:**

Predavanja Lectures	Seminar Seminar	Vaje Tutorial	Klinične vaje work	Druge oblike študija	Samost. delo Individ. work	ECTS
40	0	30	0	0	130	8

**Nosilec predmeta / Lecturer:**

<b>Jeziki / Languages:</b>	<b>Predavanja / Lectures:</b>	slovenski / slovenian
	<b>Vaje / Tutorial:</b>	slovenski / slovenian

**Pogoji za vključitev v delo oz. za opravljanje študijskih obveznosti:**

Vpis v 3. letnik. Vsaj 80% prisotnost na predavanjih.

**Prerequisites:**

Enrollment in the 3rd year of study. At least 80% attendance at lectures.



**Vsebina:**

Osnovni pojmi in postopki upravnega poslovanja in e – uprave. Uredba o upravnem poslovanju. Subjekti, ki jih zavezuje uredba o upravnem poslovanju. Razlike med temeljno dejavnostjo in upravnim poslovanjem organizacije. Upravljanje z dokumentarnim gradivom. Komuniciranje s strankami.

**Content (Syllabus outline):**

Basic concepts and procedures of governance and e-administration. Decree on administrative operations. Entities of administrative management. Differences between the core activity and the administrative management of the organization. Management of documentary material. Communicating with customers.

**Temeljni literatura in viri / Readings:**

Stare, Janez (2010): Upravno poslovanje, Fakulteta za upravo, Ljubljana  
Uredba o upravnem poslovanju z uvodnimi pojasnili (ur. Remic, Matjaž) , Uradni list RS, Ljubljana 2018

**Cilji in kompetence:**

Cilj predmeta je seznaniti slušatelje z upravnim poslovanjem, kot ga opredeljuje slovenska zakonodaja. Slušatelji se bodo podrobneje seznanili z vsemi fazami upravnega poslovanja; Cilj predmeta pa jim je tudi predstaviti upravno poslovanje s konkretnimi primeri v praksi.

**Objectives and competences:**

The aim of this course is to acquaint students with the basics of administrative operations, as defined by the Slovenian legislation. The students will learn more about all phases of the administrative management. The objective of the course is also to present administrative management on concrete examples in practice.

**Predvideni študijski rezultati:**

Znanje in razumevanje:

- Vseh faz upravnega poslovanja;
- uporaba znanja o upravnem poslovanju v praksi.

**Intended learning outcomes:**

Knowledge and understanding:

- of basic concepts and procedures of administrative management;
- use of knowledge on administrative management in practice.

**Metode poučevanja in učenja:**

**Learning and teaching methods:**



<p>Predavanja bodo potekala v aktivnem dialogu s študenti, ob pomoči sokratske metode ter z diskusijo, vprašanji in odgovori na vprašanja. Manjši del predavanj lahko poteka po klasični metodi.</p>	<p>Lectures will be held in an active dialogue with students.</p>
<p><b>Oblike dela:</b></p> <p><input checked="" type="checkbox"/> Frontalna oblika poučevanja</p> <p><input checked="" type="checkbox"/> Delo v manjših skupinah oz. v dvojicah</p> <p><input checked="" type="checkbox"/> Samostojno delo študentov</p> <p><input checked="" type="checkbox"/> e-učenje</p> <p><input type="checkbox"/> drugo (vpišite) _____</p> <p><b>Metode (načini) dela:</b></p> <p><input checked="" type="checkbox"/> Razlaga</p> <p><input checked="" type="checkbox"/> Razgovor/ diskusija/debata</p> <p><input checked="" type="checkbox"/> Delo z besedilom</p> <p><input checked="" type="checkbox"/> Proučevanje primera</p> <p><input checked="" type="checkbox"/> Igra vlog</p> <p><input checked="" type="checkbox"/> Druge vrste nastopov študentov</p> <p><input checked="" type="checkbox"/> Reševanje nalog</p> <p><input type="checkbox"/> Študijski obiski podjetij ipd.)</p> <p><input checked="" type="checkbox"/> Vključevanje gostov iz prakse</p> <p><input checked="" type="checkbox"/> Udeležba na okrogli mizi, na konferenci</p>	<p><b>Types of learning/teaching:</b></p> <p><input checked="" type="checkbox"/> Frontal teaching</p> <p><input checked="" type="checkbox"/> Working in small groups or pair work</p> <p><input checked="" type="checkbox"/> Independent students work</p> <p><input checked="" type="checkbox"/> e-learning</p> <p><input type="checkbox"/> other _____</p> <p><b>Teaching methods:</b></p> <p><input checked="" type="checkbox"/> Explanation</p> <p><input checked="" type="checkbox"/> Conversation/discussion/debate</p> <p><input checked="" type="checkbox"/> Work with texts</p> <p><input checked="" type="checkbox"/> Case studies</p> <p><input checked="" type="checkbox"/> Role play</p> <p><input checked="" type="checkbox"/> Different presentation</p> <p><input checked="" type="checkbox"/> Solving exercises</p> <p><input type="checkbox"/> Field work (e.g. company visits)</p> <p><input checked="" type="checkbox"/> Inviting guests from companies</p> <p><input checked="" type="checkbox"/> Attending round table and conference</p>

Delež (v %) /

Weight (in %)

**Assessment:**

<b>Načini ocenjevanja:</b>	Delež (v %) / Weight (in %)	<b>Assessment:</b>
<p>Način (pisni izpit, ustno izpraševanje, naloge, projekt)</p> <p>Pisni izpit, naloge.</p>	<p>100%</p>	<p>Type (examination, oral, coursework, project):</p> <p>Written examination, coursework</p>

**Reference nosilca / Lecturer's references:**

Breda Mulec se je rodila 29. maja 1975 v Mariboru. Diplomirala je na Pravni fakulteti Univerze v



Mariboru. Magistrirala je na Fakulteti za politične znanosti, pravo in javno administracijo Univerze v Atenah (2001) in na Pravni fakulteti Univerze v Mariboru (2002). V letih 2001 in 2002 je sodelovala z Inštitutom za etnične, regionalne in sociološke študije-ECERS v Mariboru ter ISCOMET organizacijo, kjer se je ukvarjala z manjšinsko problematiko v Sloveniji in širom po Evropi.

Njena raziskovalna področja so bila etnična in verska vprašanja, čezmejno sodelovanje, politični, jezikovni, kulturni in etničnimi vidiki evropske integracije ter dileme učinkovitega delovanja institucij EU. Leta 2002 se je za nekaj let zaposlila v Državnem zboru RS, kjer je bila sekretarka Komisije za odnose s Slovenci v zamejstvu in po svetu.

Osrednji poudarek obeh magistrskih študijev je bil na varstvu manjšin in evropskih integracijah. Tako je npr. Magistrski študij na Pravni fakulteti v Mariboru sklenila z magistrsko nalogo na temo Political, Ethnic, Cultural and Linguistic Aspects of the EU Integration: A View from Candidate States from South – Eastern Europe.

Doktorirala je na Pravni fakulteti Univerze v Ljubljani iz ekonomske analize prava na temo Kohezijska politika EU in problemi njene implementacije s posebnim poudarkom za Republiko Slovenijo ter države Jugovzhodne Evrope. Od novembra 2007 se je kot vodja sektorja za pravne zadeve in vodenje javnih naročil na Ministrstvu za okolje in prostor tudi v praksi ukvarjala s področjem evropske kohezijske politike. Od 2009-2013 je bila zaposlena v kabinetu ministra, pristojnega za Slovence v zamejstvu in po svetu dr. Boštjana Žekša, kjer se je ukvarjala s strateškimi projekti, s poudarkom na kroženju možganov. Od 18. februarja 2013 vodi Sektor za investicije in ekonomsko upravljanje na Ministrstvu za okolje in prostor. Pristojnosti Sektorja za investicije v okolje so vezane na pravna, finančna in ekonomska vprašanja ter kontrole na področjih izvajanja večjih okoljskih investicijskih projektov, sofinanciranih s sredstvi EU. Dr. Mulec sodeluje s Fakulteto državnih in evropskih študij v Kranju pri pedagoškem delu v okviru predmetov Pravo javnih služb, Pravna ureditev javne uprave, Okoljsko in urbano pravo, Javno naročaje in Upravno poslovanje.

Njena bibliografija je dostopna na:

[http://www.sicris.si/public/jqm/search\\_basic.aspx?lang=slv&opdescr=search&opt=2&subopt=1&code1=cmn&code2=auto&search\\_term=breda+mulec](http://www.sicris.si/public/jqm/search_basic.aspx?lang=slv&opdescr=search&opt=2&subopt=1&code1=cmn&code2=auto&search_term=breda+mulec).

#### CURICULUM VITAE (MULEC BREDA, PH. D)

Breda Mulec, PH.D was born on 29 May 1975 in Maribor. She graduated at the Faculty of Law at the University of Maribor. Master's degree she received at the Faculty of Political Science, Law and Public Administration at the University of Athens (2001) and the Faculty of Law at the University of Maribor (2002). In 2001 and 2002 she worked at the Institute for Ethnic, Regional and Sociological Studies ECERS - in Maribor and ISCOMET organization, where she was involved in



minority issues and projects regarding interregional cooperation in Slovenia and throughout Europe.

Her research areas have been ethnic and religious issues, cross-border cooperation, political, linguistic, cultural and ethnic aspects of European integration and the dilemmas of the effective functioning of the EU institutions. Afterwards, she was working a few years for the National Assembly.

The main focus of the two Masters Degrees was the protection of minorities and European integration. Thus, for example. Postgraduate studies she concluded at the Faculty of Law in Maribor with a master's thesis on the Political, Ethnic, Cultural and Linguistic Aspects of the EU Integration: A View from Candidate States from South – Eastern Europe.

She received her PhD at the Faculty of Law at the University of Ljubljana regarding the economic analysis of law with emphasis on EU cohesion policy and its implementation problems, with particular emphasis on the Republic of Slovenia and the countries of South Eastern Europe. Since November 2007, as a Head of the department for Legal Affairs and the public procurement at the Ministry of Environment and Spatial Planning she was dealing in practice with the EU Cohesion Policy. From 2009-2013 she worked in the office of the Minister responsible for Slovenians Abroad akad. dr. Boštjan Žekš, where she worked on strategic projects, with an emphasis on the brain talent circulation and economic cooperation. From 18 February 2013, she works at Ministry of Environment and Spatial planning as a head of the Department of the environmental investments. She has been dealing with legal, financial and economic issues and control over the major environmental investment projects co-financed by EU funds. Dr . Mulec has been involved in teaching and scientific research – at the Faculty of State and European Studies in Kranj. She is author of several articles and the books on the topics of public administration. However her bibliography can be found at

[http://www.sicris.si/public/jqm/search\\_basic.aspx?lang=slv&opdescr=search&opt=2&subopt=1&code1=cmn&code2=auto&search\\_term=breda+mulec](http://www.sicris.si/public/jqm/search_basic.aspx?lang=slv&opdescr=search&opt=2&subopt=1&code1=cmn&code2=auto&search_term=breda+mulec).