



GRADUATE SCHOOL OF GOVERNMENT  
AND EUROPEAN STUDIES



# A THREE-YEAR UNIVERSITY UNDERGRADUATE STUDY PROGRAMME **PUBLIC ADMINISTRATION**

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# ABOUT THE SCHOOL



**The Graduate School of Government and European Studies is one of the leading educational institutions in Slovenia offering a broad interdisciplinary knowledge to everyone who wish to get employed in administration, international organisations, as well as in the private sector. Experts are always welcome there for co-operation with government and international institutions.**

The school is recognized for:

**1.high quality study programmes**, which cover the areas of constitutional and international law, state performance and its administration. No other faculty in Slovenia covers such programmes.

**2.an excellent academia** teaching students critical and creative thinking. They are first class expert practitioners, ex-presidents of constitutional court, renowned professors with long professional careers in other key institutions in the state and young university staff educated abroad.

**3.co-operation with partners in an international surroundings** that enables students Erasmus+, an international student exchange, attending lectures of guest experts, co-operating with international projects etc.


**4.e-learning, friendly professional services, several after-study activities** and more.

Students can attend lectures at 3 accredited study centres: **Brdo pri Kranju, Ljubljana, Maribor.**

# ABOUT THE STUDY PROGRAMME

**University study programme of Public Administration is based on the principles of the bologna declaration. Students are trained for various sorts of employment in public administration, European Union**


**institutions, as well as in private sector. After a finished undergraduate study students can continue their studies with two different post-graduate programmes and later on with two doctoral programmes.**



Students acquire skills and knowledge they might find useful at their working positions and also in their private lives. Students learn:

- how the state functions and the rules that apply to it,
- how international organisations such as EU, UN, NATO, OECD functions, Slovenia also being a member of these,
- what human rights and freedom are and at what courts one can apply these rights,
- administrative knowledge such as assessment of taxes, issuing construction permits, residence permit, offences etc.

After fulfilling conditions for completing university study programme of Public Administration a graduate earns the title **Bachelor in Public Administration (UN).**



University study programme lasts three years or six semesters and consists of **180 credit points according to ECTS.**

University undergraduate study programme of Public Administration is performed as **full-time (concession)** and **part-time (concession-free)** study.

Study fee in case of part-time study is comparable to those at other faculties which costs **1,850.00 EUR** for each year of the study programme. In accordance to the prior agreement with the school, a fee can be paid in instalments.

# SYLLABUS

## 1<sup>st</sup> YEAR

SUBJECT	ECTS
Law basics	7
State regulation	8
Human rights law	7
Local governments	7
Administrative law-in general	7
Organization of public administration	6
Law of public services	7
Foreign terminology – English and German language	5
Methodology of law, administration, international study research – compulsory optional subject	3
Optional subject 2	3
<b>Total</b>	<b>60</b>

## 2<sup>nd</sup> YEAR

SUBJECT	ECTS
Judicial protection	8
Administrative procedure law	9
Special administrative procedures	7
Law of the public service	8
Funding of public expenditure	7
Tax procedure law	7
Tax law	6
Writing a paper in one of the subjects	2
Optional subject 1	3
Optional subject 2	3
<b>Total</b>	<b>60</b>

## 3<sup>rd</sup> YEAR

SUBJECT	ECTS
Misdemeanor law	6
Administrative system	8
Administrative law-extra part	8
European constitutional law	8
Environmental and urban law	7
Administrative management	7
Optional subject 1	3
Optional subject 2	3
Thesis	10
<b>Total</b>	<b>60</b>

## OPTIONAL SUBJECTS

SUBJECT	ECTS
Social-philosophic in public-law perspectives of religious communities	3
Ethics in administration	3
Funding and EU projects management	3
Public-Private partnership	3
Staff management	3
Mediation and arbitration	3
Non-governmental organizations	3
External borders and expansion of the European Union	3
Police law	3
Information Law	3
Social relations law	3
Legislative Process with Nomotechnics	3
Constitutional comparative law	3

# CONDITIONS FOR THE ENROLLMENT AND CONTINUATION OF STUDY ACCORDING TO CRITERIA OF ARRIVALS



► **Students that can apply for undergraduate study of Public Administration are those:**

- **a)** who passed the matura examination successfully;
- **b)** who passed the vocational matura examination in any secondary school programme and passed an exam in one of the matura subjects which must not be a subject that was examined with the vocational matura examination;
- **c)** who completed any 4-year-secondary school programme before 1st June 1995.

Students who have completed **an equal education abroad** also fulfil the conditions for the enrolment.

► **In case the enrolment is limited the candidates in point a) will be chosen according to:**

general educational attainment at the matura examination ..... 60 % of points,  
general educational attainment in the third and the fourth year ..... 40% of points.

► **In case the enrolment is limited the candidates in point b) will be chosen according to:**

general educational attainment at the vocational matura examination ..... 40 % of points,  
general educational attainment in the third and the fourth year ..... 40% of points,  
educational attainment in a matura subject ..... 20% of points.

► **In case the enrolment is limited the candidates in point c) will be chosen according to:**

general educational attainment at the final examination ..... 60% of points,  
general educational attainment in the third and the fourth year ..... 40% of points.

The school enables a continuation of the study and an enrollment into the study programme according to **the criteria of transition**. Candidates collect the information about the above criteria at school.

# STUDY PERFORMANCE

The university undergraduate Public Administration programme is conducted as a **full-time (concession)** or **part-time (concession-free)** study programme.

Lectures and practical classes are conducted in the afternoon at three locations: **Brdo pri Kranju, Ljubljana and Maribor.**

Studies at the Graduate School of Government and European Studies are concentrated on high-quality, professional and useful knowledge and abilities serving the bachelors and employers as added value in the labour market and with employment.

In the line of renowned international universities, the **library of the Graduate School** is included in the information system of the Nova Univerza. It enables students access to more than 13,000 printed works, articles and books in Slovenian and international database. Library service supports study process and research of its members. It offers unlimited Internet access.

Students are always welcome in the library! There they can find current material and reliable information.



# ACCREDITED STUDY PROGRAMMES



The school offers the following study programmes:

## **a) 1<sup>st</sup> DEGREE (UNDERGRADUATE STUDY PROGRAMMES):**

**Public Administration** (three-year undergraduate university study programme)

**Administrative law** (three-year undergraduate higher education programme)

## **b) 2<sup>nd</sup> DEGREE (POST-GRADUATE STUDY PROGRAMMES):**

**Public Administration** (two-year post-graduate master's programme)

**International and diplomatic studies** (two-year post-graduate master's programme)

## **c) 3<sup>rd</sup> DEGREE (DOCTORAL STUDY PROGRAMME):**

**Public Administration** (three-year post-graduate doctoral study programme)

**International and diplomatic studies** (three-year post-graduate doctoral programme)

Study programmes create a consistent whole. Both under-graduate study programmes enable an enrollment in two-year post-graduate Master's study programmes in Public Administration and International and diplomatic studies and then in three-year doctoral study programmes in Public Administration and International and diplomatic studies.

All the information about the study programmes of the school is available at **[www.fds.si](http://www.fds.si)**.



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