



Univerza v Ljubljani in Univerzitet u Beogradu

Универза в Љубљани и Универзитет у Београду

University of Ljubljana and University of Belgrade

s pečatoma obeh univerz in svojimi podpisi potrjujeta, da je

печатом и потписима оба универзитета потврђујемо да је

with their seals and signatures confirm that

**IVAN JOVANOVIĆ**

**ИВАН ЈОВАНОВИЋ**

Rojen \_\_\_\_\_ v \_\_\_\_\_

Рођен 1. јануара 1980. године у Београду, Република Србија

Born on January 1, 1980 in Belgrade, Republic of Serbia

dne (*datum diplomiranja*) opravil/opravila vse obveznosti skupnega magistrskega študijskega programa druge stopnje  
**Management v upravi**

dana (*datum diplomiranja*) положио/положила све испите предвиђене студијским програмом заједничких мастер  
академских студија **Менаџмент у управи**

on (*date of graduation*) has completed all the study requirements, prescribed by the master joint study programme  
**Management in Administration**

in s tem pridobil strokovna naslova / и тиме стекао/ла академски назив / and is therefore awarded the titles:

UNIVERZA V LJUBLJANI / UNIVERSITY OF LJUBLJANA:

Magister / magistrica managementa v upravi

УНИВЕРЗИТЕТ У БЕОГРАДУ / UNIVERSITY OF BELGRADE:

Мастер менаџмента у управи

Št. diplome / Бр. дипломе / Number of diploma: xxx

Datum \_\_\_\_\_ / Датум издавања/Date of issue: \_\_\_\_\_

PEČAT UL

prof. dr. \_\_\_\_\_  
rektor UL /ректор УЉ/rector UL

prof. dr. \_\_\_\_\_  
dekan UL FU / декан УЉ ФУ /dean UL FU

PEČAT UB

prof. dr. \_\_\_\_\_  
rektor UB /ректор УБ/rector UB

prof. dr. \_\_\_\_\_  
dekan UB FON / декан УБ ФОН/dean UB FON

## 1. Information identifying the holder of the qualification

- 1.1. *Family name:*
  - 1.2. *Given name:*
  - 1.3. *Date of birth:*
  - 1.4. *Student identification number or code:*
  - 1.5. *Date of graduation:*
- 

## 2. Information identifying the qualification

- 2.1. *Name of qualification and title conferred (in original language):*  
Name of qualification: Diploma for qualification acquired in the second cycle master degree studies.  
Professional title University of Ljubljana: MAGISTER / MAGISTRICA MANAGEMENTA V UPRAVI (mag. manag.).  
Professional title University of Belgrade: MASTER MENADŽMENTA U UPRAVI (master manag.)
  - 2.2. *Main field(s) of study for the qualification, study programme, options:*  
Field of study: Business and administrative science.  
Study programme: MANAGEMENT IN ADMINISTRATION.  
The study programme was approved by the Slovenian Higher Education Council on 11<sup>th</sup> May 2007.  
The Slovenian Quality Assurance Agency for Higher Education prolonged the accreditation on 18<sup>th</sup> September 2014.  
Pursuant to the decision 612-00-437/2009-04, The Accreditation and Quality Assurance Commission of the Republic of Serbia issued the Study Program Accreditation Certification on March 9, 2012.
  - 2.3. *Name of awarding institution (in original language):*  
UNIVERZA V LJUBLJANI, FAKULTETA ZA UPRAVO (UL FU),  
Gosarjeva ulica 5, 1000 Ljubljana.  
  
UNIVERZITET U BEOGRADU, Fakultet organizacionih nauka  
Jove Ilića 154, 11000 Beograd
  - 2.4. *Legal status of awarding institution:* public institution, a university member
  - 2.5. *Language(s) of instruction/examination:* Slovenian, Serbian, English
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## 3. Information on the level of the qualification

- 3.1. *Level of qualification:* second cycle master degree programme.
- 3.2. *Official length of study programme:* two years or four semesters.
- 3.3. *Access requirements:*

The Faculty of Administration graduates:

The graduates who can enrol into the Second Cycle Master Study Programme in Management in Administration are:

- a) the graduates of three-year higher education professional study programmes and the graduates of the first cycle study programmes (180 ECTS) of professional study orientations in administration, law, economics, informatics and organisation.
- b) the graduates of three-year higher education professional study programmes and the graduates of the first cycle study programmes (180 ECTS) of other professional study orientations provided that they pass the three exams of the first cycle university study programme in Administration: Administrative Procedures and Judicial Review of Administrative Acts (8 ECTS), Regulation of Public Administration (6 ECTS) and Theory of Public Administration (8 ECTS), prior to the enrolment into the Year 2.

Conditions for enrolment in the 2<sup>nd</sup> year under the Transfer Criteria:

The following students may enrol in the 2<sup>nd</sup> year of the Level 2 Master's study programme in 'Management in Administration' under the criteria for transfer between study programmes:

- candidates transferring from a study programme that provides for the acquisition of comparable skills by the end of study;
- candidates transferring from a study programme from which, under the recognition criteria, at least half the obligations under the European Credit Transfer and Accumulation System (ECTS) from the study programme from which they are transferring and relating to the compulsory subjects of the other study programme are recognised;
- graduates of the 'Public Administration' specialist study programme;
- graduates of the former four-year undergraduate university programme in 'Administration';
- graduates from other areas of study.

Admission requirements for a two-year joint degree program of master academic studies in Management in Administration are fulfilled by the candidates who previously acquired 180 ECTS credits at accredited undergraduate academic studies in Serbia or abroad or by holders of higher education degrees that last at least 6 semesters, according to the regulations that were in force until the Law on Higher Education entered into force in 2005.

Candidates who previously acquired 240 ECTS credits at undergraduate academic studies can be enrolled at joint degree program of master academic studies in Management in Administration at University of Belgrade to the extent of 120 ECTS credits, with exam recognition to the maximum extent of 60 ECTS credits.

## 4. Information on the contents and results gained

### 4.1. *Mode of study:*

### 4.2. *Study programme requirements:*

In Year 1 a student selects eight core courses. In Year 2 a student selects three courses among the study option specific courses. Other ECTS credits are obtained by passing comparable courses of comparable and accredited study programmes implemented at other faculties or by choosing other study specific courses of this study programme.

In master study programme student selects courses worth 95 ECTS credits. The preparation and successful defence of the Master thesis is worth 25 ECTS credits. The total organised pedagogical work is worth 120 ECTS credits. A student forms his/her curriculum of core and course specific courses to obtain the minimum number of ECTS credits per year:

- 60 ECTS credits in Year 1,
- the remaining ECTS credits in Year 2.

The Second Cycle Master Study Programme Management in Administration includes an undertaking by a student that he/she promises to spend at least one successful semester of study abroad, at the partner institution, and thus obtains 30 ECTS credits.

A student who enrolls into the Second Cycle Master Study Programme Management in Administration through the transfer criteria, has to obtain 20 ECTS credits at the partner institution.

4.3. *Study programme details and the individual grades/credits obtained:*

Year 1 (60 ECTS)

1. Research Methods in Administration (7 ECTS)
2. Comparative Public Administration (8 ECTS)
3. EU Institutions (7 ECTS)
4. Management in Public Sector (7 ECTS)
5. Public Relations (8 ECTS)
6. Economics of Public Enterprises and Institutions (7 ECTS)
7. E-Government (8 ECTS)
8. Research Seminar (8 ECTS)

Year 2 (35 ECTS)

**a) Human Resource Management - module**

1. Human Resource Management (7 ECTS)
2. Human Resource Management in Public Administration (7 ECTS)
3. Personal Data Protection (7 ECTS)
4. Competences in Public Administration (7 ECTS)
5. Career Management (7 ECTS)
6. Leadership (7 ECTS)
7. Change management in Administration (7 ECTS)

**b) Administrative Informatics - module**

1. Managing of Business Processes in Administration (7 ECTS)
2. Computer Law and Administration (7 ECTS)
3. Strategic Informatics Planning in Public Administration (7 ECTS)
4. Data Bases (7 ECTS)
5. Business Intelligence for Administration (7 ECTS)
6. Information System Design (7 ECTS)
7. Information System and Computer Networks Security (7 ECTS)
8. Change Management in Administration (7 ECTS)

**c) Local Government Management - module**

1. Local Government (7 ECTS)
2. EU Regional Policy and Funds (7 ECTS)
3. Local Government Management (7 ECTS)
4. Local Public Finance (7 ECTS)
5. Benchmarking Analysis Methods (7 ECTS)
6. Public Services (7 ECTS)
7. Ecological Management (7 ECTS)

1. Quality Management of Public Sector (7 ECTS)
2. Quantitative Methods in Public Sector (7 ECTS)
3. Models, Methods of Quality Management (7 ECTS)
4. Systems Standardization (7 ECTS)
5. Ecological Management (7 ECTS)
6. Managing of Business Processes in Administration (7 ECTS)

A student selects the elective courses from the offer of courses of comparable accredited study programmes or among elective course specific courses of this study programme.

Total study programme credits: 120 ECTS

[illegible]

Title of Diploma Thesis:

#### 4.4. Grading scheme:

##### University of Ljubljana

- 10 - (excellent: excellent knowledge with negligible deficiencies)
  - 9 - (very good: above average knowledge with minor deficiencies)
  - 8 - (very good: average knowledge)
  - 7 - (good: average knowledge with deficiencies)
  - 6 - (pass: knowledge meets the minimum requirements)
  - 5 - 1 - (fail: knowledge does not meet the minimum requirements)
- P - accredited examinations  
U – successfully

##### University of Belgrade

- 10 - (excellent)
  - 9 - (exceptionally good)
  - 8 - (very good)
  - 7 - (good)
  - 6 - (sufficient)
  - 5 - 1 - (fail)
- P - accredited examinations  
U – successfully

4.5 Overall classification of the qualification (in original language): not awarded

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## 5. Information on the function of the qualification

### 5.1. Access to further study:

Graduates can enrol into the third cycle doctoral study programmes and other postgraduate programmes, in line with the conditions defined by the higher education institution implementing the programmes.

### 5.2. Professional status:

The graduates of the Joint Second Cycle Master Study Programme Management in Administration can be employed in the following job positions:

- managers and state officials in the states of partner institutions and the EU,
  - managers and officials in local communities,
  - leading positions in public institutions, public organizations and business public services,
  - positions in enterprises cooperating with or for the public sector.
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## 6. Additional information

### 6.1. Additional information:

Website:

[www.fu.uni-lj.si](http://www.fu.uni-lj.si),

www.fon.bg.ac.rs.

6.2. *Further information sources:*

University of Ljubljana  
Faculty of Administration  
Gosarjeva ulica 5  
1000 Ljubljana  
Tel +386 1 580 55 00  
Fax +386 1 580 55 21  
<http://www.fu.uni-lj.si>

University of Ljubljana  
Kongresni trg 12  
1000 Ljubljana  
Tel +386 1 241 85 00  
Fax +386 1 241 86 60  
<http://www.uni-lj.si>

Ministry of Education, Science and Sport  
ENIC-NARIC centre  
Masarykova cesta 16  
1000 Ljubljana  
Tel +386 1 400 52 00  
Fax +386 1 400 53 21  
<http://www.mizs.gov.si>  
<http://www.enic-naric.net>

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Faculty of organizational  
sciences  
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11000 Belgrade  
Tel +381 11 3950 800  
Fax +381 11 2461 221  
<http://www.fon.bg.ac.rs>

University of Belgrade  
Studentski trg 1  
11000 Belgrade  
Tel +381 11 3207 400  
Fax +381 11 3207 481  
<http://www.bg.ac.rs>

Ministry of Education  
Science and Technological Development  
Nemanjina 22-26  
11000 Belgrade  
Tel +381 11 363 11 07  
Fax +381 11 361 64 91  
<http://www.mpn.gov.rs>

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## 7. Certification of the supplement

7.1. *Date:*

7.2. *Signature: Janez Stare, PhD, Associate Professor*

7.3. *Official capacity: Dean*

7.4. *Official stamp or seal:*

7.5. *Date:*

7.6. *Signature: xxxxxxxx*

7.7. *Official capacity: Dean*

7.8. *Official stamp or seal:*