Univerza v Novem mestu
Fakulteta za zdravstvene vede

Master's Study Programme – 2nd Cycle

EDUCATION AND MANAGEMENT IN HEALTH CARE

Novo mesto, October 2009

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1 GENERAL INFORMATION ABOUT THE PROGRAMME

Name of the study programme:	**Education and Management in Health Care**
Cycle:	**2nd cycle**
Type:	**master's study programme**
Duration:	**2 years**
ECTS amount:	**120 ECTS**
Study area (ISCED classification):	No. 72 – Health care
Klasius P-16:	No. 0910 – Health care, uncategorised
Research area (Frascati classification):	medical sciences, social sciences and humanities
SOK (Slovene classification framework)	level 8
EOK (European classification framework)	level 7
EOVK (European higher education classification framework)	second cycle
Accreditation:	Council for Higher Education of the Republic of Slovenia, decision No. 6033-203/2009/7 on 26 October 2009

2 FUNDAMENTAL OBJECTIVES AND COMPETENCES

2.1 Fundamental objectives of the study programme

The study program is designed to upgrade and extend the scope of knowledge, views, professional values, and skills that the students obtained in the first cycle of education.

Fundamental objectives of the study programme are:

- to develop and upgrade, deepen the knowledge, skills, views and professional values that the students obtained in the scope of undergraduate education and are derived from their clinical practice;
- to qualify for independent search for new sources of knowledge in the area of nursing care, educational and other social sciences;
- to qualify for quality healthcare and educational work in the area of the primary health care development;
- to qualify for the use of the latest scientific research methods, including the most recent biometric and analytical procedures in the new and changed circumstances;
- to qualify for conducting independent research in the various areas of nursing and health care;
- to qualify for managing the most complex systems that include or refer to individual fields of nursing care, and being able to assume responsibility;

- to develop critical judgement and the ability of reflection in solving problems and introducing modern trends in nursing care;
- to develop competences for independent and responsible management of co-workers in a health and multidisciplinary team;
- to develop responsibility towards the profession, co-workers, patients and others;
- to develop co-responsibility towards a balanced development of nursing care;
- to develop responsibility to maintain one's own identity and respect any differences in the European community.

The master's study programme *Education and Management in Health Care* enables students to broaden their knowledge in wider professional fields, be able to search for new sources of knowledge in the professional and scientific field, use scientific and research methods in a wider spectrum of problems and new or changed circumstances, assume responsibility for managing the most complex working systems as well as develop critical reflection and social and communication skills for implementing teamwork. The obligatory integral part of the programme is basic, applicative or development research.

2.2 General competences

In designing the master's study programme *Education and Management in Health Care*, we have closely made a distinction in competences of the graduate of the first and second cycle. In developing competences for the master's study programme, we have relied on the orientations of the project Tuning (Tuning Educational Structures in Europe II, 2005, p. 340-356). We have taken note of the assessments and views of the business environment, higher education teachers and professional staff at University of Novo mesto Faculty of Health Sciences (UNM FZV).

General competences developed by the student during the second-cycle study programme include:

- comprehensive critical thinking, the ability to analyse, synthesise and predict solutions in the field of nursing care, humanities, educational, social, organisational, natural mathematical and other sciences (interdisciplinarity);
- the knowledge of research methods, procedures, processes and technology;
- the ability to creatively use knowledge in the professional/business environment;
- the knowledge and understanding of processes in the professional/business environment and the ability to analyse, synthesise and envisage solutions or consequences;
- pedagogical work with emphasis on care for physical and mental health;
- the ability to identify the needs for changes and introduce innovations in the professional environment;
- autonomy in decision-making and the responsibility for the decisions made;
- the ability to communicate in the local and international environment;
- commitment to professional ethics;
- the ability to develop the culture of non-discrimination and the consideration of intercultural differences;
- the ability to present the gained knowledge and research findings;
- the awareness of the necessity of training, and broadening and updating knowledge;
- a comprehensive approach to the quality assurance of health care as a whole.

The master's study programme *Education and Management in Health Care* enables students to deepen their knowledge in the wider professional or interdisciplinary areas. The programme enables students to be able to search for new sources of knowledge in the professional and scientific field, to use scientific and research methods in a wider spectrum of problems and new or changed circumstances, assume responsibility for managing the most complex working systems

as well as develop critical reflection and social and communication skills for implementing teamwork.

Students will be capable or able to:

- study modern theories, defining the nature of knowledge in the theoretical and practical area of nursing care and educational sciences;
- study the contemporary issues in professional practice and deal with their importance and use in the professional environment;
- study the nature of changes and the use of the theory of changes in nursing care and health and social care;
- discuss the content and the use of education models in preserving and promoting health;
- study the concepts connected with the theory and practice of educational sciences (pedagogics, didactics, andragogy, social education, special education) and to discuss the use of the latter in nursing care, health and social care;
- discuss the main principles of behaviourist, cognitive and humanist theories of learning and use the findings in teaching, learning, assessment and evaluation of knowledge.
- describe the principles and applications of research in the professional area (in nursing care, in health promotion) and critically evaluate research literature according to the individual aspect of clinical practice;
- study the ethical dimension of human behaviour and address the use of moral theories in the theoretical and practical field;
- study the principles and methods for improving the quality and discuss the latter in nursing care, health and social care;

2.3 Course-specific competences

After completing the study, the master's graduate will be qualified for:

- interdisciplinary use of knowledge in the field of research methodology in health care;
- the selection and use of appropriate qualitative and quantitative research methods as well as complementary interpretation of results;
- critical assessment of qualitative and quantitative research findings;
- the elaboration and presentation of individual and teamwork findings;
- comprehensive and systematic treatment of the patient with regard to relevant physical, psychological, social, cultural, spiritual and social factors;
- active promotion of health, risk assessment and care for the safety of people;
- identification of characteristics, advantages and weaknesses of different concepts of health systems;
- the understanding and use of knowledge of epidemiology in identifying the characteristics of contagious diseases as well as the management of problems important for public health;
- the protection of patients' dignity, privacy and data confidentiality;
- the understanding of basic didactic terms and their flexible use;
- creative use of didactic findings in the concrete pedagogical process as well as the use of modern teaching and learning processes in promoting health;
- the creation of one's own professional image and pedagogical style;
- quality communication in a nursing, health or multidisciplinary team, the development and keeping of good mutual relations among employees, patients, their families, groups and the community;
- the knowledge and understanding of business processes in health care and the ability to analyse, synthesise and envisage solutions and their consequences;
- planning, organisation and analysis of health services;

- collection, processing and analysis of various data as well as drawing up reports that form the basis for decision-making in solving complex problems or improving the quality of work and performance;
- the assessment and valuation of the achievements of employees and the provision of feedback;
- planning personnel needs and the career development of employees;
- the implementation of information systems and information technology in health care and nursing care, understanding the importance of the role of leading nurses in the development of information systems of nursing care and the use of the theory for the development of information systems of nursing care in practice.

3 INFORMATION ABOUT THE INTERNATIONAL COMPARABILITY OF THE PROGRAMME

In designing a study on the international comparability of the master's study programme *Education and Management in Health Care* with other related study programmes, in accordance with Article 35 of the Higher Education Act (Official Gazette of the Republic of Slovenia, No. 32/12 clean copy), 40/2012, 57/2012, 109/2012, 85/2014, 75/2016, 61/2017 and No. 65/2017) and Article 14 of the Criteria for Accreditation of Higher Education Institutions and Study Programmes (Official Gazette of the Republic of Slovenia, No. 42/2017 and 14/2019), we considered the following:

- comparability of concept, formal and content structure with foreign programmes,
- comparability of access opportunities and conditions for enrolment in the study programme;
- comparability of the duration of the study, advancements, completion of the study and acquired titles,
- comparability of methods and forms of study (system and organisation of the study process, the credit system, the use of modern information technologies, an independent study, tutoring, organization of practical training),
- options for integrating the programme in international cooperation (mobility), or the common European Higher Education Area,
- differences between the proposed and foreign programs according to the specific needs and conditions of the domestic economy and public services,

With regard to the international comparison analysis, we examined a number of similar study programmes in the European higher education area. For the international comparison of the proposal of the master's study programme *Education and Management in Health Care* we have chosen the related study programmes of the recognized institutions of higher education.

In the comparison included study programmes are accredited by the competent national bodies, classified by the classification of ISCED into the field of health sciences, and are unified with the Bologna guidelines.

Table 1: Higher education institutions and comparable programmes

Higher education institutions	Study programme	City	Country	Institution's website
Medizinischen Universität Graz (Medical University of Graz - MUG)	Master studium Gesundheits– und Pflegewissenschaft	Graz	Austria	http://www.meduni-graz.at
University of Southern Denmark Faculty of Health Sciences	Master of Science in Public Health	Odense	Denmark	http://www.sdu.dk/?sc_lang=en

University College Dublin UCD School of Nursing, Midwifery and Health Systems	MSc (Nursing Education)	Dublin	Ireland	http://www.ucd.ie/nmhs/index.html

The master's study programme *Education and Management in Health Care* is an internationally comparable study programme by its concept, formal and contextual structure, prerequisites for enrolment, duration of study, the conditions for completion of the study, obtained title, means and forms of study. It is evaluated with ECTS points in accordance with the European credit system (ECTS). The comparison showed that the programme fulfils all conditions for quality international cooperation (mobility), as well as integration into the common European Higher Education Area and provides an equivalent integration of graduates into the European labour market.

4 INTERNATIONAL COOPERATION OF THE INSTITUTION

The Faculty's international activity is being developed in four areas:

- organization of international scientific conferences,
- exchange of students and higher education teachers/staff,
- participation in international research projects, and
- individual contacts of pedagogical workers, researchers and associates.

In 2009, the Erasmus University Charter (ECHE) has been first implemented, with which the Faculty gained the right to international exchanges of higher education teachers, students and to participation in the European projects. The ECHE document was extended for the period 2014-2020 in 2013.

The Faculty actively establishes cooperation with related institutions in Slovenia and abroad.

To promote scientific-research and development work, the Faculty has concluded agreements on educational and scientific-research cooperation with the following Slovene institutions:

- University of Novo mesto Faculty of Business and Management Sciences, University of Novo mesto Faculty of Economics and Informatics, University of Novo mesto Faculty of Mechanical Engineering (2011),
- Faculty of Industrial Engineering NM, Faculty of Information Studies NM, Faculty of Organisation Studies NM and Landscape Governance College Grm NM (2011),
- Red Cross Organisation NM (2012),
- University of Maribor, Faculty of Health Sciences Maribor (2012),
- School of Health Sciences Slovenj Gradec (2012),
- Alma Mater Europaea European Centre Maribor (2013),
- University in Ljubljana, Faculty of Medicine (2013),
- Educell d.o.o. (2014).

The Faculty concluded agreements on educational and scientific-research cooperation with the following foreign institutions:

- Viša medicinska škola u Beogradu (2006), Serbia
- Savonia University of Applied Sciences Kuopio; Finland (2010),
- Sveučilište/Univerzitet VITEZ Travnik, Bosnia and Herzegovina (2010),
- Sveučilište Josipa Jurja Strossmayera in Osijek, Medicinski fakultet Osijek, Croatia (2010),
- Sveučilište Sjever v Varaždinu (before Veleučilište u Varaždinu), Croatia (2011),
- Visoka tehnička škola strukovnih studija Beograd, Serbia (2012),

- Univerzitet u Nišu, Serbia (2012),
- Zdravstveno veleučilište, Zagreb, Croatia (2013),
- Pomeranian Medical University in Szczecin (Pomorski uniwersytet Szczecinie), Poland (2014),
- Państwowa wyższa szkoła zawodowa w koninie (State School of Higher Professional Education in Konin), Poland (2014),
- Universita degli Studi del Molise, Italy (2015),
- Turku University of Applied Sciences, Turku, Finland (2017),
- University of Turku, Faculty of Medicine, Turku, Finland (2017),
- Klaipeda University, Klaipeda, Lithuania (2017),
- Riga Medical College of University of Latvia, Riga, Latvia (2018).

Organization of international scientific conferences: An International Scientific Conference is organised by the Faculty every year. The main theme of the scientific meetings is holistic approach to the patient.

The exchange of students and higher education teachers/staff: the Faculty promotes international mobility of students and teachers/staff. Within the framework of Erasmus+ exchange programme, a number of mobility of students and teachers in higher education have been carried out.

Cooperating in international scientific-research projects: with our collaborating institutions we plan and perform the joint research work.
Individual contacts of pedagogical workers, researchers and associates: higher education teachers attend scientific and professional meetings abroad.

5 CURRICULUM AND ECTS (CREDIT POINTS) VALUES

The master's study programme *Education and Management in Health Care* is designed in accordance with the provisions of the Higher Education Act and is ECTS evaluated according to Criteria for ECTS Credit Evaluation of Study Programmes (Official Gazette of the Republic of Slovenia, No. 95/2010).

In the scope of the complete annual student workload, 24% of study time is allocated to organised study work. The main student workload is based on individual student work, which is in accordance with the set objectives as well as with the general and course-specific competences. A large part of the study programme is allocated to research work (approximately one third of the programme).

5.1 Curriculum and learning units with ECTS

The following table shows the list of courses with names of learning units and the number of hours by individual semesters and years, number of hours of organised study work, number of hours of individual student work, annual student workload and credit evaluation according to ETCS.

Table 2: CURRICULUM AND ECTS (CREDIT POINTS) VALUES

No.	Learning unit	CA	L	T	OSW	ISW	ASW	ECTS
	1st YEAR							
	Winter semester							
1.	Research Methodology	RW	30	30	60	180	240	8
2.	Theories and the Development of Nursing Care	HC	30	30	60	180	240	8
3.	Public Health and Models of Organising Health Service	HC	15	30	45	165	210	7
4.	Education for Health	SS	15	30	45	165	210	7
	Summer semester							
5.	Didactics	SS	30	30	60	180	240	8
6.	Management in Health Care	BS	30	30	60	180	240	8
7.	Epidemiology	HC	15	30	45	165	210	7
8.	Legislation in Health Care	LW	15	30	45	165	210	7
	TOTAL:		**180**	**240**	**420**	**1380**	**1800**	**60**
	2nd YEAR							
	Winter semester							
1.	Module: Course 1		30	30	60	180	240	8
2.	Course 2		30	30	60	180	240	8
3.	Elective course1		15	30	45	165	210	7
4.	Elective course 2		15	30	45	165	210	7
	Summer semester							
5.	Master's Seminar	RW	5	15	20	130	150	5
6.	Master's thesis	RW				750	750	25
	TOTAL:		**95**	**135**	**230**	**1570**	**1800**	**60**

OBLIGATIONS PER YEAR	L	T	OSW	ISW	ASW	ECTS
1.	180	240	420	1380	1800	**60**
2.	95	135	230	1570	1800	**60**
TOTAL	**275**	**375**	**650**	**2950**	**3600**	**120**

Abbreviations:
Study obligations: L - lectures, T - tutorials, OSW – organised study work, ISW – individual student work, ASW – annual student workload, ECTS = European Credit Transfer System points.
Content area (CA) according to the Klasius categorisation: RW-research work, HC - health care, BS - business sciences, CS - computer sciences, SS - social sciences, LW - law.

The study programme lasts for two years, i.e. four semesters. It comprises 3600 hours amounting to 120 ECTS and includes organised study work as well as individual student work. It consists of the joint and elective part. The joint part of the programme is implemented in the first year, comprises 8 courses (60 ECTS) and is compulsory for all students.
The elective part of the programme is implemented in the second year, comprising the elective module with two courses (16 ECTS) and two elective courses (14 ECTS).

The important part of the programme is intended for development of competences in the field of research activity. It comprises 1 compulsory course (8 ECTS), fundamental, applicative, development research paper at all study courses, Master's Seminar (5 ECTS) and Master's Thesis (25 ECTS).

Elective section of the programme

The program allows the planning of individual studies. Students may select among the elective units, offered by the faculty, in the amount of 60 ECTS. This is enabled by the elective modules and elective courses.

Elective modules of the programme

The elective modules are comprehensive content units and represent the elective part of the study programme. They enable the upgrade and deepening of the fundamental and gaining special knowledge. Students select one of the offered modules.
The elective modules are implemented in such scope as there would be the number of groups at tutorials if only one module would be implemented.

The programme comprises the following modules: *Research Work in Health Care*, *Education in Health Care*, *Management in Health Care*, *Organisation and Informatics in Health Care*. The individual module consists of two courses amounting to 16 ECTS.

Table 9: Elective modules of the programme

No.	ELECTIVE MODULES	CA	L	T	OSW	ISW	ASW	ECTS
	MODULE 1: RESEARCH WORK IN HEALTH CARE							
1.	Qualitative and Quantitative Methods	RW	30	30	60	180	240	8
2.	Ethical Issues in Research Work	RW	30	30	60	180	240	8
	MODULE 2: EDUCATION IN HEALTH CARE							
1.	Pedagogy and Andragogy	SS	30	30	60	180	240	8
2.	Health Psychology	SS	30	30	60	180	240	8
	MODULE 3: MANAGEMENT IN HEALTH CARE							
1.	Human Resource Management	BS	30	30	60	180	240	8
2.	Quality Management in Health Care	BS	30	30	60	180	240	8
	MODULE 4: ORGANISATION AND INFORMATICS IN HEALTH CARE							
1.	Information Systems in Health Care	CS	30	30	60	180	240	8
2.	Organisation and Planning in Health Care	BS	30	30	60	180	240	8
	TOTAL IN THE MODULE:		**60**	**60**	**120**	**360**	**480**	**16**

Elective courses

In the second year the elective courses enable students to exercise their own study programme in accordance with individual needs. They can select two elective course (14 ECTS). The two can be selected from the elective courses of the master's study programme *Education and Management in Health Care* (internal selection) or decide for the external selection, which is enabled by the faculty in the framework of the Erasmus+ programmes (student mobility). Students can choose between institutions (in Slovenia or abroad), with which the faculty has signed a bilateral agreement, as well as their accredited study programmes in the second cycle.

The elective courses are implemented in such scope as there would be the number of groups at tutorials if only one elective course would be implemented.

Table 10: Elective courses

	Elective course	**L**	**T**	**OSW**	**ISW**	**ASW**	**ECTS**
1.	Healthy Diet	15	30	45	165	210	7
2.	Reproductive Health	15	30	45	165	210	7
3.	Economics in Health Care	15	30	45	165	210	7
4.	Models for Business Decision-Making	15	30	45	165	210	7
5.	Human Resources Development	15	30	45	165	210	7
6.	Learning Organisation	15	30	45	165	210	7
7.	Creativity in an Organisation	15	30	45	165	210	7
8.	Philosophy and Sociology	15	30	45	165	210	7
9.	Social Problems in Health Care	15	30	45	165	210	7
10.	Ecology	15	30	45	165	210	7
11.	Professional Terminology in Foreign Language II	15	30	45	165	210	7
12.	Psychohygiene - Care for Man's Physical, Mental and Spiritual Health	15	30	45	165	210	7
13.	Logotherapy in Crisis Situations (Illness, Death, Suffering, Guilt)	15	30	45	165	210	7
14.	*Research Methodology	15	30	45	165	210	7
15.	*Didactics	15	30	45	165	210	7
16.	*Management in Health Care	15	30	45	165	210	7
17.	*Legislation in Health Care	15	30	45	165	210	7

Requirements for students, enrolled in accordance with the criteria for transfer into the second year

A student who enrols into the second year in accordance with the criteria for transfer, has to, in regard to the selected module, select among the courses marked with an asterisk (*).

Table11: Requirements for students, enrolled in accordance with the criteria for transfer into the second year

Elective module	Elective course* (compulsory selection)
Research Work in Health Care • Qualitative and Quantitative Methods • Ethical Issues in Research Work	• Research Methodology • Selection is made from the elective courses marked with an asterisk.
Education in Health Care • Pedagogy and Andragogy • Health Psychology	• Research Methodology • Didactics
Management in Health Care • Human Resource Management • Quality Management in Health Care	• Research Methodology • Management in Health Care
Organisation and Informatics in Health Care • Information Systems in Health Care • Organisation and Planning in Health Care	• Research Methodology • Legislation in Health Care

5.2 Learning units and their inclusion in the programme structure

The study programme lasts for two years, i.e. four semesters. The first year consists of 8 joint study courses. The second year consists of: the elective module with two courses (16 ECTS), two elective courses (14 ECTS), Master's Seminar (5 ECTS) and Master's Thesis (25 ECTS). The study programme comprises a total of 12 courses (90 ECTS), Master's Seminar (5 ECTS) and Master's Thesis (25 ECTS).
Learning units cover the following content areas: research work, health care, social sciences, business sciences, law and informatics.

Students can according to their wishes and needs of the choose one of four modules (16 ECTS). Two elective courses (14 ECTS) can be selected from the list of elective courses (internal selection) or the students decide for the external selection, enabled by the faculty through the Erasmus student mobility programmes. Students can choose between institutions (in Slovenia or abroad), with which the faculty has signed a bilateral agreement, as well as their accredited study programmes in the second cycle.

Table 12: Structure of the programme according to the content areas, obligation and number of ECTS.

Year	**Structure of the programme**		**Content areas in ECTS**					**ECTS TOTAL**	**in %**
		no. of courses	**RW**	**HC**	**BS**	**SS**	**ELECT**		
1.	Common obligatory section of the programme	8	8	23	14	15		**60**	**50.0**
2.	Elective module	2					16	**16**	**13.3**
	Elective course	2					14	**14**	**11.7**

	Master's Seminar		5					**5**	**4.2**
	Master's Thesis		25					**25**	**20.8**
	TOTAL IN ECTS:	**12**	**38**	**23**	**14**	**15**	**30**	**120**	**100.0**
	TOTAL IN %		31.6	19.2	11.7	12.5	25.0	100.0	**100.0**

The important part of the programme is intended for development of competences in the field of research work, which is achieved at the selected compulsory course (8 ECTS), and by writing and defending fundamental, applicative, development research papers and Master's Thesis (30 ECTS). Students who select the module Research Work in Health Care, shall accomplish 16 ECTS of obligations in this area.

5.3 The ratio of lectures, seminars, tutorials and other organised forms of study

The programme comprises 3600 hours (120 ECTS), of which 1800 hours (60 ECTS) in each year. Organised study work includes 18.1%, and individual student work represents 81.9% of the complete study programme.

Table 13: The ratio of lectures, seminars, tutorials and other organised forms of study

Year	L	T	OSW	ISW	ASW	in ECTS
1.	180	240	420	1380	1800	**60**
2.	95	135	230	1570	1800	**60**
TOTAL in hours	**275**	**375**	**650**	**2950**	**3600**	**120**
TOTAL IN %			**18.1**	**81.9**	**100**	**100**

Forms of study work

Forms of study work are: lectures, tutorial and individual student work (preparations for the exams, studying professional literature and preparation, writing, presentation and defence of the project, fundamental, applicative or research papers), including preparation and defence of the Master's Thesis.

Lectures
Are an organised form of study work, performed simultaneously for all enrolled students. The course lecturer transfers the fundamental knowledge and the latest findings of their profession, encourages students to active cooperation, to critical reflection through the use of modern methods of teaching and learning with the support of ICT.

Tutorials
Are an organised form of study work, performed in a group of 30 students. At tutorials students solve concrete set problems with the use of knowledge and procedures, gained at lectures, and with independent individual studies.
In concordance with the syllabus of the individual learning unit, they individually or in a team prepare a project, fundamental, applicative or development research paper in written form, present it and defend it.

Individual research work of students
Fundamental, applicative or development research paper. The paper is an independent work of students, which is performed under the guidance of a mentor. It discusses a concrete professional problem from the business environment and proposes its resolution. Thus, students prove that they are

capable of a valid discussion and research of a practical professional problem by using ICT as a source of information, using selected methodological tools for solving the problem.

One of the successfully prepared papers needs to be presented before the defence of the master's thesis:

- at the scientific consultation, congress, conference or symposium, and published in the book of proceedings, or
- published in a professional journal or any other professional publication without presentation.

Master's Seminar
Is the organised form of academic work, at which students refresh the applicative knowledge of the research work methods, get acquainted with the relevant instructions for writing and defence of the master's thesis, and make the draft of the disposition. In the context of independent work of students, they need to attend at least three defences of master's theses.

Master's Thesis
Is an independent professional work, which the candidate writes under the guidance of a mentor. It needs to contain the theoretical framework and verifying of the latter within an independent research of the topical issues in the field of health care.

In dealing with the selected topic, the candidate needs to use the relevant research instruments and systematically present the results of their research. The candidate must demonstrate the ability of the written elaboration and resolution of the current practical problems of the clinical environment, healthcare activity, institutions or a certain specific problem.

The procedure, preparation and defence of the master's thesis is defined in special Rules.

5.4 Practical training within the programme, implementation and ECTS

The practical training in direct clinical/business environment is not a part of the study programme.

5.5 Parts of the study programme - supplementary programmes

In accordance with the Article 33a and 36 of the Higher Education Act, the master's study programme in the second cycle *Education and Management in Health Care* may be carried out in parts, specified by the programme. Parts of the programme are completed by learning units of the specific substantive area. In the scope of the *Education and Management in Health Care* master's study programme, the following components of the programme are assigned: *Research Work in Health Care*, *Education in Health Care*, *Management in Health Care*, and *Organisation and Informatics in Health Care*.

Parts of the study programme can, in accordance with the law, be carried out as accredited programmes for training and are a form of lifelong learning. They are intended for training and complementarity, deepening and upgrading the knowledge at the master's degree.
In accordance with the Criteria, the implementation of the study programme in parts is also credit evaluated, amounting to 35 ECTS.

Table 14: Curriculum for the supplementary programme, as a part of the study programme

No.	Learning units	L	T	OSW	ISW	TW	ECTS
1.	Research Methodology	30	30	60	180	240	8
2.	Module: Course 1	30	30	60	180	240	8

3.	Course 2	30	30	60	180	240	8
April	Elective course	15	30	45	165	210	7
5.	Final research paper	5	5	10	110	120	4
	TOTAL:	**110**	**125**	**460**	**880**	**1050**	**35**

Abbreviations: OSW- organised study work L- lectures, T - tutorial, ISW - individual student work, TW - total workload

Each supplementary programme - part of the study programme includes the following learning units:

- Research Methodology,
- a module with two courses, completing the selected content area,
- one elective course, and
- final research paper.

The supplementary programme comprises 1050 hours or 35 ECTS. With the programme students acquire basic knowledge of the methodology of research work (8 ECTS), in-depth knowledge of the programme content areas (16 ECTS), knowledge in the field of the elective course (7 ECTS), as well as knowledge about writing research papers (4 ECTS).

Obligatory instances for the students are:

- active participation in the lectures and tutorials;
- preparation, presentation and defence of the research papers;
- written and/or oral exams;
- preparation and defence of the final research paper.

Verification and assessment of knowledge are designed in a way, which enables students to get continuous and quality feedback on their progress and achievement of competences/objectives. The study programme requires students ongoing work, therefore the assessment of knowledge is more diagnostic, formative and summative. The verification and assessment process is carried out regularly during and after the completion (summative) of individual courses. On the elements of the verification and evaluation criteria, the students are informed orally at the beginning of the programme and in writing with the syllabus for each course.

The intended methods of verification and assessment of knowledge are: written/oral examination, fundamental, applicative or development research papers by addressing actual professional problems, oral presentations, written reports, portfolio, peer assessment, final research paper. The assessment takes into account the *ECTS grading scale.*

Students complete the supplementary programme (part of the study programme), when they successfully complete all with the study programme intended obligations in the amount of 35 ECTS, for which they are given a certificate (according to the Article 32a of the Higher Education Act - last indent), which is a public document, as well as the supplement with the list of learning units and the performance achieved.

RESEARCH WORK IN HEALTH CARE

In the scope of the study programme, the part of the study programme *Research Work in Health Care* can be carried out as the accredited programme for training or as a form of lifelong learning. The basic objective of the programme is to deepen and specialise the knowledge in the field of economic sciences and training for research work in the business environment.

The supplementary programme comprises 1050 hours or 35 ECTS. With the programme students

acquire basic knowledge of the methodology of research work (8 ECTS), in-depth knowledge of the programme content areas (16 ECTS), knowledge in the field of the elective course (7 ECTS), as well as knowledge about writing research papers (4 ECTS).

Table15: Curriculum of the supplementary programme Research Work in Health Care

No.	Learning units	L	T	OSW	ISW	TW	ECTS
1.	Research Methodology	30	30	60	180	240	**8**
2.	Qualitative and Quantitative Methods for Collection and Data Analysis	30	30	60	180	240	**8**
3.	Ethical Issues in Research Work	30	30	60	180	240	**8**
4.	Elective course	15	30	45	165	210	**7**
5.	Final research paper	5	5	10	110	120	**4**
	TOTAL:	**110**	**125**	**460**	**880**	**1050**	**35**

The supplementary programme *Research Work in Health Care* comprises the following learning units:

- Research Methodology,
- two courses, completing the selected content area,
- one elective course, and
- the final research paper.

Obligatory instances for the students are:

- active participation in the lectures and tutorials;
- preparation, presentation and defense of the research papers;
- written and/or oral exams;
- preparation and defence of the final research paper.

Verification and assessment of knowledge are designed in a way, which enables students to get continuous and quality feedback on their progress and achievement of competences/objectives. The study programme requires students ongoing work, therefore the assessment of knowledge is more diagnostic, formative and summative. The verification and assessment process is carried out regularly during and after the completion (summative) of individual courses. On the elements of the verification and evaluation criteria, the students are informed orally at the beginning of the programme and in writing with the syllabus for each course.

The intended methods of verification and assessment of knowledge are: written/oral examination, fundamental, applicative or development research papers by addressing actual professional problems, oral presentations, written reports, portfolio, peer assessment, final research paper. The assessment takes into account the *ECTS grading scale.*

Students complete the supplementary programme *Research Work in Health Care* (part of the study programme), when they successfully complete all with the study programme intended obligations in the amount of 35 ECTS, for which they are given a certificate (according to the Article 32a of the Higher Education Act - last indent), which is a public document, as well as the supplement with the list of learning units and the performance achieved.

EDUCATION IN HEALTH CARE

In the scope of the study programme, the part of the study programme *Education in Health Care* can be carried out as the accredited programme for training or as a form of lifelong learning. The basic objective of the programme is to deepen and specialise the knowledge in the field of education sciences and training for research work in the clinical environment.

The supplementary programme comprises 1050 hours or 35 ECTS. With the programme students acquire basic knowledge of the methodology of research work (8 ECTS), in-depth knowledge of the programme content areas (16 ECTS), knowledge in the field of the elective course (7 ECTS), as well as knowledge about writing research papers (4 ECTS).

Table 16: Curriculum of the supplementary programme Education in Health Care

No.	Learning units	L	T	OSW	ISW	TW	ECTS
1.	Research Methodology	30	30	60	180	240	**8**
2.	Pedagogy and Andragogy	30	30	60	180	240	**8**
3.	Health Psychology	30	30	60	180	240	**8**
4.	Elective course	15	30	45	165	210	**7**
5.	Final research paper	5	5	10	110	120	**4**
	TOTAL:	**110**	**125**	**460**	**880**	**1050**	**35**

The supplementary programme *Education in Health Care* comprises the following learning units:

- Research Methodology,
- two courses, completing the selected content area,
- one elective course, and
- the final research paper.

Obligatory instances for the students are:

- active participation in the lectures and tutorials;
- preparation, presentation and defence of the research papers;
- written and/or oral exams;
- preparation and defence of the final research paper.

Verification and assessment of knowledge are designed in a way, which enables students to get continuous and quality feedback on their progress and achievement of competences/objectives. The study programme requires students ongoing work, therefore the assessment of knowledge is more diagnostic, formative and summative. The verification and assessment process is carried out regularly during and after the completion (summative) of individual courses. On the elements of the verification and evaluation criteria, the students are informed orally at the beginning of the programme and in writing with the syllabus for each course.

The intended methods of verification and assessment of knowledge are: written/oral examination, fundamental, applicative or development research papers by addressing actual professional problems, oral presentations, written reports, portfolio, peer assessment, final research paper. The assessment takes into account the ECTS *grading scale.*

Students complete the supplementary programme Education in Health Care (part of the study programme), when they successfully complete all with the study programme intended obligations in the amount of 35 ECTS, for which they are given a certificate (according to the Article 32a of the Higher Education Act - last indent), which is a public document, as well as the supplement with the list of learning units and the performance achieved.

MANAGEMENT IN HEALTH CARE

In the scope of the study programme, the part of the study programme *Management in Health Care* can be carried out as the accredited programme for training or as a form of lifelong learning. The basic objective of the programme is to deepen and specialise the knowledge in the field of economic sciences and training for research work in the business environment.

The supplementary programme comprises 1050 hours or 35 ECTS. With the programme students acquire basic knowledge of the methodology of research work (8 ECTS), in-depth knowledge of the programme content areas (16 ECTS), knowledge in the field of the elective course (7 ECTS), as well as knowledge about writing research papers (4 ECTS).

Table17: Curriculum of the supplementary programme Management in Health Care

No.	Learning units	L	T	OSW	ISW	TW	ECTS
1.	Research Methodology	30	30	60	180	240	**8**
2.	Human Resource Management	30	30	60	180	240	**8**
3.	Quality Management in Health Care	30	30	60	180	240	**8**
4.	Elective course	15	30	45	165	210	**7**
5.	Final research paper	5	5	10	110	120	**4**
	TOTAL:	**110**	**125**	**460**	**880**	**1050**	**35**

The supplementary programme *Management in Health Care* comprises the following learning units:

- Research Methodology,
- two courses, completing the selected content area,
- one elective course, and
- the final research paper.

Obligatory instances for the students are:

- active participation in the lectures and tutorials;
- preparation, presentation and defence of the research papers;
- written and/or oral exams;
- preparation and defence of the final research paper.

Verification and assessment of knowledge are designed in a way, which enables students to get continuous and quality feedback on their progress and achievement of competences/objectives. The study programme requires students ongoing work, therefore the assessment of knowledge is more diagnostic, formative and summative. The verification and assessment process is carried out regularly during and after the completion (summative) of individual courses. On the elements of the verification and evaluation criteria, the students are informed orally at the beginning of the programme and in writing with the syllabus for each course.

The intended methods of verification and assessment of knowledge are: written/oral examination, fundamental, applicative or development research papers by addressing actual professional problems, oral presentations, written reports, portfolio, peer assessment, final research paper. The assessment takes into account the *ECTS grading scale.*

Students complete the supplementary programme Management in Health Care (part of the study programme), when they successfully complete all with the study programme intended obligations in

the amount of 35 ECTS, for which they are given a certificate (according to the Article 32a of the Higher Education Act - last indent), which is a public document, as well as the supplement with the list of learning units and the performance achieved.

ORGANISATION AND INFORMATICS IN HEALTH CARE

In the scope of the study programme, the part of the study programme *Organisation and Informatics in Health Care* can be carried out as the accredited programme for training or as a form of lifelong learning. The basic objective of the programme is to deepen and specialise the knowledge in the field of economic sciences and training for research work in the business environment.

The supplementary programme comprises 1050 hours or 35 ECTS. With the programme students acquire basic knowledge of the methodology of research work (8 ECTS), in-depth knowledge of the programme content areas (16 ECTS), knowledge in the field of the elective course (7 ECTS), as well as knowledge about writing research papers (4 ECTS).

Table18: Curriculum of the supplementary programme Organisation and Informatics in Health Care

No.	Learning units	L	T	OSW	ISW	TW	ECTS
1.	Research Methodology	30	30	60	180	240	**8**
2.	Information Systems in Health Care	30	30	60	180	240	**8**
3.	Organisation and Planning in Health Care	30	30	60	180	240	**8**
4.	Elective course	15	30	45	165	210	**7**
5.	Final research paper	5	5	10	110	120	**4**
	TOTAL:	**110**	**125**	**460**	**880**	**1050**	**35**

The supplementary programme *Organisation and Informatics in Health Care* comprises the following learning units:

- Research Methodology,
- two courses, completing the selected content area,
- one elective course, and
- the final research paper.

Obligatory instances for the students are:

- active participation in the lectures and tutorials;
- preparation, presentation and defence of the research papers;
- written and/or oral exams;
- preparation and defence of the final research paper.

Verification and assessment of knowledge are designed in a way, which enables students to get continuous and quality feedback on their progress and achievement of competences/objectives. The study programme requires students ongoing work, therefore the assessment of knowledge is more diagnostic, formative and summative. The verification and assessment process is carried out regularly during and after the completion (summative) of individual courses. On the elements of the verification and evaluation criteria, the students are informed orally at the beginning of the programme and in writing with the syllabus for each course.

The intended methods of verification and assessment of knowledge are: written/oral examination, fundamental, applicative or development research papers by addressing actual professional problems, oral presentations, written reports, portfolio, peer assessment, final research paper. The assessment takes into account the *ECTS grading scale.*

Students complete the supplementary programme *Organisation and Informatics in Health Care* (part of the study programme), when they successfully complete all with the study programme intended obligations in the amount of 35 ECTS, for which they are given a certificate (according to the Article 32a of the Higher Education Act - last indent), which is a public document, as well as the supplement with the list of learning units and the performance achieved.

6 ACCESS REQUIREMENTS AND CRITERIA FOR THE SELECTION OF CANDIDATES IN THE EVENT OF ENROLMENT RESTRICTIONS

Access requirements for the first year of the master's study programme:

- a higher education professional study programme diploma (1st Cycle) in the field of nursing care (a total of 180 credit points);
- a higher education professional study programme diploma in the field of nursing care before the amendment of the Higher Education Act (Official Gazette of the Republic of Slovenia, No. 101/2004);
- a higher education professional study programme diploma (1st Cycle) in other similar fields (medicine, dental medicine, midwifery, occupational therapy, physiotherapy, orthopaedic technique, sanitary engineering, radiologic technology and social work). Before enrolment, candidates in the aforementioned programmes should fulfil the academic obligations necessary for the continuation of their studies in the *Education and Management in Health Care* programme. These obligations are determined with regard to the difference in study programmes and consist of 10 to 60 ECTS. The candidates should fulfil their obligations at the faculty before enrolment (by enrolling in the first-cycle study programme, participating in training programmes or passing the exam).

In the event of enrolment restrictions, candidates shall be selected with regard to the grade of the diploma paper (20%) and the average grade of the study programme (80%).

The access requirements are also fulfilled by the candidate who has finished an equivalent education abroad.

7 CRITERIA FOR RECOGNITION OF SKILLS AND COMPETENCES GAINED BEFORE ENROLMENT

Upon the written application of the candidate, enclosed certificates and other documents, the faculty recognises the knowledge and training that fully or partly correspond to the general or course-specific competences of the *Education and Management in Health Care* study programme.

If the knowledge was acquired in the formal/informal forms of education, the candidates prove this knowledge with certificates and other documents ("atypical certificates", portfolio, confirmations on completed parts of study programmes, courses and other forms of education) which clearly show the contents of these programmes and the scope of the student work involved. The student enrolling according to the Criteria for Transfers to the *second year*, has to accomplish at the institution, at which they have enrolled, obligations amounting to at least 60 ECTS.

The student may get an individual exam, which they have previously accomplished, recognized if the exam matches the course in the new programme in at least 80 % in content and scope. In this case, the grade attained previously, and the amount of ECTS, provided for the course in the new programme, are taken into consideration.

If previous knowledge was acquired by the candidate through self-education or experience learning, they can apply for verification and assessment of knowledge at the Faculty.

Individual documented applications of candidates for the recognition of knowledge acquired before enrolment are addressed by the special commission in accordance with the procedures and rules regarding the recognition of exams, adopted by the Faculty's Senate.

8 ASSESSMENT METHODS

The verification and assessment of the knowledge of students is designed in the way that enables students and higher education teachers to have constant and quality information about their progress and the achievement of the set goals and competences of the study programme. The study programme requires students to achieve the planned learning achievements (knowledge) and standards (competences). The verification and assessment process is carried out regularly during and after the completion (summative) of individual courses.

The methods of verification and assessment of knowledge are defined in the syllabuses for individual courses and conform to the verification of achieving planned goals, expected student performance and the development of general and course-specific competences. To ensure the diversity of learning and teaching methods as well as validity, reliability and objectivity, higher education teachers use different ways of verification and assessment in individual courses (also a combination). Verification and assessment include all taxonomic domains (cognitive, conative and psychomotoric) and all taxonomic levels, whereby we are also interested in the quality of structure and the organisation of knowledge.

The purpose of the assessment is: to assess the student's work, to provide feedback on their progress and the results achieved, to enable the inclusion in further education and employment, and the acquisition of data for the evaluation of pedagogical work.

The intended methods of verification and assessment of knowledge are: written/oral examination, tests, essays, fundamental, applicative or development research papers by addressing actual professional problems, oral presentations, written reports, portfolio, peer assessment, final research paper, professional papers and contributions, master's thesis.

*In the first year (*joint part of the programme) the obligations of students are the same at all courses and consist of: active participation in the lectures and tutorials; successfully prepared fundamental, applicative or development research paper with presentation and defence, and completed examination.

In the second year, at the elective module and elective courses, the obligations of students consist of 100% presence and active participation in lectures and tutorials; successfully prepared fundamental, applicative or development research paper with presentation and defence. If the students fail to achieve 100% presence, their obligations consist of successfully prepared fundamental, applicative or development research paper with presentation and defence, and completed examination.

The same criteria apply for the supplementary programmes.

Students are familiarised with the elements of verification and the criteria for assessment at the beginning of the academic year/an individual learning unit and in writing by the syllabus.

The estimates referred to in rating scales will be converted into ECTS scoring system.

The rules and procedures on verification and assessment of knowledge and on the recognition of ECTS points, obtained in other study programmes at the same or different higher education institution are defined in a special document.

9 PROGRESSION REQUIREMENTS FOR THE PROGRAMME

Progression requirements for the second year are not defined.
Individual student, who has not accomplished all obligations according to the study programme in order to progress in the next year, may repeat a year once during the study or change the study programme as a result of failure in the previous study programme, however, the second year cannot be repeated.

Before defending the master's thesis, upon the successfully completed basic, applied or development research tasks, the student:

- must present their work at a scientific conference, congress, conference or symposium… and publish it in the proceedings, or
- must publish it in a peer-reviewed journal or other professional publication without public presentation.

A student can be granted an extended student status - according to the Higher Education Act - for a maximum of one year out of legitimate reasons.

Depending on the academic achievements of the student, they can finish the study in less time than provided in the study programme.

10 PROVISIONS ON TRANSFERS BETWEEN STUDY PROGRAMMES

A transition between programmes is when a student terminates his/her education in one study programme and continues his education in another study programme, in which a part or all of the completed study requirements from the first study programme are recognised in the new study programme.

Change of the study programme or study field due to non-completed requirements in the previous study programme or field is not considered as a transfer between study programmes.

Transition allows the mobility of students, choice of different routes for educational attainment and the flexibility and openness of the higher education system. On transfers between programmes, the following criteria apply:

- fulfilling the requirements for enrolment in the new study programme,
- the number of available places,
- study obligations (in credit evaluated programmes also ECTS) from the previous programme, which can be recognised,
- obligations which the students must complete, if they want to graduate in the new programme.

Transitions between study programmes of the 2nd cycle

On transfers between programmes, the following criteria apply:

- fulfilling the requirements for enrolment in the master's study programme *Education and Management in Health Care*,
- the number of available places,

- study obligations (in credit evaluated programmes also ECTS from the previous programme, which can be recognised),
- obligations which the students must complete, if they want to graduate in the new programme.

Transfers are possible:

- from second-cycle study programmes of similar fields: medicine, midwifery, dental medicine, occupational therapy, physiotherapy, orthopaedic technique and radiologic technology;
- from university study programmes (240 credit points) adopted before the amendment of the Higher Education Act (Official Gazette of the RS, No. 63/2004), in the field of nursing care, medicine and dental medicine;
- from a professional study programme (3 years) and a completed specialisation programme (1 year) in the field of health sciences. Candidates can accrue up to 60 credit points.

The same access requirements apply for transfers from all Master's study programmes in the area of nursing care, carried out in the EU states, or for all, who completed an equivalent education abroad.

Students can transfer between similar programmes to the master's study programme *Education and Management in Health Care* after successfully completed first semester (30 ECTS) or completed first year (60 ECTS). When it comes to recognition of the completed semesters or years, the student's grades and ECTS, acquired at the previous institution, are recognised.

11 MODES OF STUDY

The study programme is performed in full-time, part-time, and online study mode. All modes are equivalent. In the case of part-time study/online study, as a rule, one year is carried out in one academic year.

The study is performed according to the normative and the study calendar.

Organised study work in *part-time study* is organised consecutively, one course after another. Each course begins with lectures, followed by tutorials in groups and examination. The same order is organised for all courses. As a rule, 70% of the organised study work for the full-time study is implemented in the part-time mode. Part-time students need to complete all obligations provided for full-time study.

Online Study will be implemented by the Faculty depending on the needs of the environment and in accordance with the decisions of the Senate.

12 REQUIREMENTS FOR THE COMPLETION OF THE STUDY

Requirements for the completion of the study are: the fulfilment of all the academic obligations defined in the programme in the amount of 120 ECTS.

The requirement for completing the study in case of enrolment in accordance with the Criteria for Transfers between Study Programmes are successfully accomplished study obligations of at least 60 ECTS.

13 REQUIREMENTS FOR COMPLETING THE PART OF THE STUDY PROGRAMME (SUPPLEMENTARY PROGRAMME)

Requirements for the completion of the study are: the fulfilment of all the academic obligations defined in the programme in the amount of 35 ECTS.

14 PROFESSIONAL / ACADEMIC TITLE

After completing the studies, in accordance with the Professional and Academic Titles Act (Official Gazette of the RS, No. 61/06, 87/2011 and 55/2017) students receive a professional title *magister vzgoje in menedžmenta v zdravstvu / magistrica vzgoje in menedžmenta v zdravstvu (Master of Education and Management in Health Care)*; abbreviated mag. vzg. in men. v zdr.

Assist. prof. Nevenka Kregar Velikonja, Dean