

## **1. PROFESSIONAL ACADEMIC NAME AND DEGREE TO BE REACHED BY COMPLETING THE STUDY**

Upon completion of the four-year studies of the first cycle of study (240 ECTS) in the business management program, the academic title of graduate **Manager of business management** and professional degree: **VII/1** is obtained.

Upon completing the second cycle of studies (60 ECTS) lasting one year, the academic title of **Master of Management** and the degree of professional qualification: **VII/2** are obtained.

Upon completion of the third cycle of studies (180 ECTS) lasting three years, the academic title of **Doctor of management** and the degree of professional education are obtained: **VIII**.

## **2. CONDITIONS FOR ENROLLING IN THE STUDY PROGRAM**

### The first cycle of studies:

- Completed four-year high school (IV degree) and passed the entrance exam for the first cycle of study.

### The second cycle of studies:

- Completed the first cycle of studies and average ratings over 8.00. In the event that the student has a lower average work Habilitation work in an area determined by the dean of the faculty.

### The third cycle of studies:

- Students who have:
  - a) *completed first and second cycle studies or integrated studies, established by the study programme of the third cycle of studies or*
  - b) *academic degree of master/master of sciences determined by the study program of the third cycle of studies*

In the second year of the third cycle of study, students who have completed their first year of study or are missing 7 ECTS points as well as students who gained 360 ECTS points on the first and second cycles of studies can be enrolled. If the first-year curriculum is not fully agreed upon, the student is obliged to pass differential exams before the start of the academic year. The Doctoral Studies Commission is worth study plans and programs and determines the number of differential exams.

## **3. LIST OF MANDATORY AND ELECTORAL CASES AND THE NUMBER OF HOURS NEEDED TO REALISE THEM**

Look at Table 1, 2 and 3.

## **4. POINTS VALUE OF EACH CASE AND FINAL WORK EXPRESSED IN ECTS POINTS**

Look at Table 1, 2 and 3.

**Table 1. First study cycle - Study program: *Business management***

Num.	Code	Subject Name	Sam.	Type	Status	Active classes			Other classes	ESPB
						L	E	CQ		
<b>FIRST YEAR</b>										
1.	PM11010	Management	1		O	2	2	5		6
2.	PM11020	Informatics	1		O	2	2	5		6
3.	PM11030	Mathematics	1		O	2	2	5		6
4.	PM11040	Business English 1	1		O	2	2	5		6
5.		<i>Elective Subject 1</i>	1		IB	2	2	5		6
	PM1105AI	<i>Business ethics</i>								
	PM1105BI	<i>Software tools for statistics</i>								
6.	PM11060	Business psychology	2		O	2	2	5		6
7.	PM11070	The basis of the economy	2		O	2	2	5		6
8.	PM11080	Business law	2		O	2	2	5		6
9.	PM11090	Business English 2	2		O	2	2	5		6
10.		<i>Elective Subject 2</i>	2		IB	2	2	5		6
	PM1110AI	<i>Sociology</i>								
	PM1110BI	<i>Entrepreneurship</i>								
Total classes						300	300			60
<b>SECOND YEAR</b>										
1.	PM12010	Marketing	3		O	2	2	5		6
2.	PM12020	E-commerce	3		O	2	2	5		6
3.	PM12030	Environmental management	3		O	2	2	5		6
4.	PM12040	Business English 3	3		O	2	2	5		6
5.		<i>Elective Subject 3</i>	3		IB	2	2	5		6
	PM1205AI	<i>Insurance Economics</i>								
	PM1205BI	<i>ICT in small and medium-sized enterprise management</i>								
6.	PM12060	Organization of business systems	4		O	2	2	5		6
7.	PM12070	Human Resources Management	4		O	2	2	5		6
8.	PM12080	Management of investment projects	4		O	2	2	5		6
9.	PM12090	Business English 4	4		O	2	2	5		6
10.		<i>Elective Subject 4</i>	4		IB	2	2	5		6
	PM1210AI	<i>Commercial business</i>								
	PM1210BI	<i>Financial operations</i>								
Total classes						300	300			60
<b>THIRD YEAR</b>										
1.	PM13010	Quality management	5		O	2	2	5		6
2.	PM13020	Business plan	5		O	2	2	5		6
3.	PM13030	Management accounting	5		O	2	2	5		6
4.	PM13040	Business English 5	5		O	2	2	5		6
5.		<i>Elective Subject 5</i>	5		IB	2	2	5		6
	PM1305AI	<i>Project Management</i>								
	PM1305BI	<i>Intelligent adjective and effective management</i>								
6.	PM13060	Strategy management	6		O	2	2	5		6
7.	PM13070	Financial management	6		O	2	2	5		6
8.	PM13080	Management information systems	6		O	2	2	5		6
9.	PM13090	Business English 6	6		O	2	2	5		6
10.		<i>Elective Subject 6</i>	6		IB	2	2	5		6
	PM1310AI	<i>Logistics</i>								
	PM1310BI	<i>Communicology</i>								
Total classes						300	300			60

Ordinal Number	Code	Subject Name	Sam.	Type	Status	Active classes			Other classes	ESPB
						L	E	CQ		
<b>FOURTH YEAR</b>										
1.	PM14010	Model and simulation	7		O	2	2	5		6
2.	PM14020	Work process management	7		O	2	2	5		6
3.	PM14030	Integrated management systems	7		O	2	2	5		6
4.	PM14040	Financial accounting	7		O	2	2	5		6
5.		<i>Elective Subject 7</i>	7		IB	2	2	5		6
	PM1405AI	<i>Investment management</i>								
	PM1405BI	<i>Corporate finance</i>								
6.	PM14060	Risk management	8		O	2	2	5		6
7.	PM14070	E-marketing and advertising	8		O	2	2	5		6
8.	PM14080	Product management	8		O	2	2	5		6
9.	PM14090	International Management	8		O	2	2	5		6
10.	PM14100	Professional practice	8		O				60	
11.		Graduate paper	8		O					6
Total classes						300	300			60

**Table 2. Second study cycle**

Num.	Code	Subject Name	Sam.	Type	Status	Active classes			Other classes	ESPB
						L	E	CQ		
1.	PM21010	Methods and techniques of research	1		O	3	3	5		8
2.	PM21020	Communicology	1		O	2	2	5		4
3.	PM21030	Project Management	1		O	3	3	5		8
4.	PM21040	Reengineering	1		O	3	3	5		8
5.		<i>Elective Subject 1</i>	2		IB	3	3	5		7
	PM2105AI	<i>Financial management and financial risks</i>								
	PM2105BI	<i>Global Business Management</i>								
	PM2105CI	<i>Education Management</i>								
	PM2105DI	<i>Modern economic systems</i>								
6.		<i>Elective Subject 2</i>	2		IB	3	3	5		7
	PM2106AI	<i>Environmental management</i>								
	PM2106BI	<i>Quality Management</i>								
	PM2106CI	<i>Education systems in Europe</i>								
	PM2106DI	<i>Fiscal economy</i>								
7.		<i>Elective Subject 3</i>	2		IB	3	3	5		7
	PM2107AI	<i>Fiscal Management</i>								
	PM2107BI	<i>Small and medium-sized enterprise management</i>								
	PM2107CI	<i>Remote learning systems</i>								
	PM2107DI	<i>Securities trading</i>								
8.	PM21080	Professional practice	2		O				60	
9.		Master's paper	2		O					11
Total classes						300	300			60

Table 3. Third study cycle

Num.	Code	Subject Name	Sam.	Status	L	PRW	ESPB
<b>FIRST YEAR</b>							
1.	PM31010	Methodology of scientific research work	1	O	4	2	8
2.	PM31020	Knowledge management	1		4	2	8
3.	PM3103AI	<i>Election Block 1 Subject</i>	1	IB	3	1	7
4.	PM31040	Research paper on the selection of topics and overheating of literature for doctoral dissertation	1	O	0	4	8
5.	PM3105AI	<i>Election Block 2 Subject</i>	2	IB	3	1	7
6.	PM3106AI	<i>Elective Block 3 Subject</i>	2	IB	3	1	7
7.	PM31070	Production and publication of the first scientific work	2	O	0	6	7
8.	PM31080	Doctoral Dissertation - Topic Research 1	2	O	0	6	8
Total classes					255	345	60
<b>SECOND YEAR</b>							
1.	PM32010	Manage changes	3	O	4	2	8
2.	PM3202AI	<i>Election Block Subject 4</i>	3	IB	3	1	7
3.	PM3203AI	<i>Election Block Subject 5</i>	3	IB	3	1	7
4.	PM32040	Doctoral Dissertation - Topic Research 2	3	O	0	6	9
5.	PM3205AI	<i>Election Block Subject 6</i>	4	IB	3	1	7
6.	PM32060	Production and publication of other scientific work	4	O	0	6	8
7.	PM32070	Doctoral Dissertation - Topic Research 3	4	O	0	10	14
Total classes					195	405	60
<b>THIRD YEAR</b>							
1.	PM33010	Doctoral Dissertation - Topic Research 4	5	O	0	10	14
2.	PM33020	Writing doctoral dissertation (processing of doctoral dissertation data)	5	O	0	10	14
3.	PM33030	Production and publication of the third scientific work	6	O	0	6	9
4.	PM33040	Doctoral Dissertation - Topic Research 5	6	O	0	6	12
5.	PM33050	Defence of doctoral dissertation	6	O	0	8	11
Total classes					0	600	60
<b>Total ESPB</b>							<b>180</b>

<b>Election blocks</b>	<b>Objects</b>	<b>Election blocks</b>	<b>Objects</b>
<i>Election Block 1</i>	<i>Macroeconomics Management for Entrepreneurs</i>	<i>Election Block 4</i>	<i>Economic development and European integration</i>
	<i>Management of the world economy</i>		<i>Investment development theory and investment management</i>
	<i>Manage teaching</i>		<i>Curriculum development strategies</i>
	<i>Financial and actuarial mathematics</i>		<i>Macroeconomics of an open economy</i>
	<i>Prudentiating control of banks and financial conglomerates</i>		<i>Game theory</i>
<i>Election Block 2</i>	<i>Public sector economy management</i>	<i>Election Block 5</i>	<i>Regional economy</i>
	<i>Company Theory</i>		<i>Money theory and banking</i>
	<i>Modeling and simulation in teaching</i>		<i>Modern education systems</i>
	<i>Economics of the European Union</i>		<i>Economic and mathematical methods and models</i>
	<i>Management of the virgin business</i>		<i>Objectives and forms of regulation of banks' operations</i>
<i>Election Block 3</i>	<i>International business strategies</i>	<i>Election Block 6</i>	<i>International Finance Management</i>
	<i>Crisis management</i>		<i>Economic growth and development</i>
	<i>Educational institution as a company</i>		<i>Modern information and communication technologies</i>
	<i>Tourism Economics</i>		<i>Economic statistics</i>
	<i>Tax and customs system and policy</i>		<i>Probability and statistics</i>

## 5. CONDITIONS FOR SWITCHING FROM OTHER STUDY PROGRAMS UNDER THE SAME OR RELATED STUDIO

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Students who move from another study program will be recognized for the number of certified semesters, at most six, and the passed exams will be invoked from those teaching subjects that, according to their curriculum, overlap at least 50% with the curriculum of the relevant subject being studied at the University.

## 6. HOW TO SELECT SUBJECTS FROM OTHER STUDY PROGRAMS

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Based on a written request, students can choose other subjects that are not in the subjects of their study programs, with the total burden on the student not exceeding 30 hours per week. The choice can only be made by those subjects that are studied at the University.

## 7. CONDITIONS OF ENROLLMENT IN THE NEXT SEMESTER, I.E. THE FOLLOWING YEAR OF STUDY AND COMPLETION OF THE STUDY

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Students enroll the next semester of the same year provided that they lay more than half of the subjects of the previous semester, and if in the previous semester, there are subjects covering one part of the material and in the second semester the other part of the material is then obliged to take subjects from the second semester. Students enroll next year if they passed all exams the previous year or have one subject left or 6 ECTS points.

Students complete the first cycle of study by defending the **final work**.

Students complete the second cycle of studies by taking exams provided for in the curriculum and program and defending **the master's thesis**.

Students complete the third cycle of studies by taking exams provided for in the curriculum and program and defending their **doctoral dissertation**.

## 8. WAY TO PERFORM STUDIES AND HOW TO VERIFY KNOWLEDGE FOR EACH SUBJECT

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**The method of conducting studies** in all cycles (I, II, and III) is carried out by semesters where students attend and actively participate in lectures and exercises, and the active fund of lectures and exercises is shown in Tables 1, 2, and 3.

**The way knowledge is checked for each subject** is continuously monitored during the teaching and processing of these teaching subjects. When determining the final assessment for teaching subjects or the activity of students to be evaluated, the evaluator is obliged to evaluate the results of the total work of the student during the processing of teaching subjects, i.e. not only the knowledge and skills that students have acquired and learned during the processing of teaching subjects, but also the results of students achieved in all forms of educational and pedagogical work, which are planned and performed for teaching subjects including the assessment of students' activities and interactions in lectures, exercises, colloquiums, seminars, workshops round tables and other forms of teaching and pedagogical work.

The amount of the grade depends on the accumulated points, which are collected during the entire duration of lectures and exercises, as follows:

- |   |                  |
|---|------------------|
| 1. TEST 1 - first colloquium (first 50% material):  | <b>20 points</b> |
| 2. TEST 2 - second colloquium (other 50% material): | <b>20 points</b> |
| 3. TEST 3 - final exam (total material):            | <b>20 points</b> |
| 4. LECTURE - presence:                              | <b>5 points</b>  |
| 5. LECTURE - active participation:                  | <b>5 points</b>  |
| 6. EXERCISES - presence:                            | <b>5 points</b>  |
| 7. EXERCISES - seminar paper:                       | <b>10 points</b> |
| 8. EXERCISE - oral presentation of another topic:   | <b>5 points</b>  |
| 9. EXERCISE - essay or subject study:               | <b>10 points</b> |
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TOTAL: **100 points**

Grading of students is done by the number of points collected, as follows:

RATINGS	RATING	NUMBER OF POINTS	DESCRIPTORY ASSESSMENT
F	5	0-54	Insufficient
E	6	55-64	Enough
D	7	65-75	Nice one
C	8	75-84	Very good
B	9	85-94	Great
And	10	95-100	Exceptional-excellent

Exams are taken successfully, in writing or orally and in writing, i.e. practically.

If provided for in the Curriculum, due to the specificity of the subject, knowledge verification is organized in several partial tests during the processing of the teaching subject. In this case, the final assessment of the student is formed based on the results of all partial tests and other knowledge checks or points collected

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## 9. OTHER ISSUES OF IMPORTANCE FOR THE PERFORMANCE OF THE STUDY PROGRAM

The curriculum also determines the category of exercises (KV). The exercise categories will be marked with a number of 1-5:

<b>Rb.</b>	<b>Type - structure of exercises</b>	<b>Number of students</b>
1.	For art academies in teaching subjects in the arts.	3
2.	For clinical teaching subjects in faculties/higher schools of medical sciences, certain teaching subjects in faculties of technical sciences, professional subjects in art academies, and teaching subjects of teaching methods in faculties/higher schools of humanities and social sciences.	5
3.	For preclinical curricula of medical sciences (sectional-autopsy exercises; anatomy, pathology, forensic medicine): teaching subjects with field exercises that require supervision of the student, and instructions of an expert associate.	10
4.	For teaching subjects with laboratory, and experimental exercises.	15
5.	For teaching subjects with auditory, and field exercises.	25