

Faculty of Organisatio Studies in Novo mesto, Slovenia

WELCOME GUIDE & COURSE CATALOUGE

All You Need to Know





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WELCOME TO FOS!

It is a great pleasure to invite you to our Faculty of Organisation Studies in Novo mesto, Slovenia. We believe that our program is tailored to the needs of individuals excellent future - towards professionalism, organization, and excellence. And of course, our area offers a wide variety of events including sports & recreation, cultural events, music, dance, and food festivals, just to name a few.


If you chose to study or cooperate with the Faculty of Organisation Studies in Novo mesto, you will be contributing to our Mission - the continual improvement of quality of life of individuals, organisations, and communities.

Visit us and give us the opportunity to develop a partnership with you.

We look forward to welcoming you to Novo mesto!

Prof. Dr. Boris Bukovec, Dean





The Faculty of Organisation Studies in Novo mesto was established in 2008 as an independent Faculty under Slovenian law. So far it has accredited study programs in Quality Management at the Bachelor's, Master's, and Doctoral level. On a yearly basis, there are approx. 180 enrolled students.

In addition to the accredited study programs, the Faculty pays special attention to its business processes that are monitored via ISO 9001 and ISO 27001 standards.

We are the first higher education institution in Slovenia to receive the quality management system certificate according to the ISO 9001:2008 standard.

At the same time, we created an innovative model of quality control at FOS. It improves the efficiency of its activities and in particular the satisfaction of our students.

The town of Novo mesto and how to get here?

Novo mesto is Slovenia's seventh-largest city and the capital of the Dolenjska region of Slovenia. It lies less than an hour's drive by motorway from Ljubljana and Zagreb, less than two hours from the sea and the Alps. It is surrounded by gentle wine-growing hills and the mysterious Gorjanci Hills.

Novo mesto is also a municipality. Approximately 36,000 people live in the municipality, with over 22,000 living in the town of Novo mesto. It is the administrative, economic, cultural, educational, medical, and sports centre of the Southeast Region of Slovenia. It is a hub of unprecedented activities, which goes far beyond the regional framework. It is recognised by its exceptionally successful pharmaceutical, automotive, construction, textile, and other industries, as the municipality is home to large companies such as Krka, Revoz (Groupe Renault), Adria Mobil, and TPV. That is why Novo mesto is called "the export capital of Slovenia".

The rich archaeological sites in Novo mesto have also made it known as Novo mesto – The Town of Situlae.





Ljubljana - Jože Pučnik Airport

It is 100 km from Novo mesto and has good connections with other European airports. Airport shuttle buses take passengers to the centre of capital city Ljubljana, that is 26 km from the airport and then you must go with the bus/train/taxi to Novo mesto.

WEBSITE: <https://www.fraport-slovenija.si/en/Main>.

Zagreb - Franjo Tudman Airport (Croatia)

It is 80 km far from Novo mesto. Airport shuttle buses take passengers to the centre of city Zgreb and then you must go with the bus/train/taxi to Novo mesto.

WEBSITE: <https://www.zagreb-airport.hr/en>.



Novo mesto has railway links with the capital city Ljubljana, and from there you have a good railway links with all large European cities. The main railway station is in the centre of Ljubljana. Train travel within Slovenia is convenient and inexpensive.

WEBSITE: www.slo-zeleznice.si/en

Railway station Novo mesto, Kolodvorska ulica, Novo mesto

E-mail: [potnik.info \(at\) slo-zeleznice.si](mailto:potnik.info@slo-zeleznice.si)



The bus is one possible means of reaching Novo mesto .

Main Bus Station Ljubljana

WEBSITE: www.ap-ljubljana.si/en.

Bus Station Novo mesto, Topliška cesta 1, Novo mesto

E-mail: [info \(at\) arriva.si](mailto:info@arriva.si)

Website: <https://arriva.si/en/>



STUDY PROGRAMS

1st cycle - Bachelor's in Organisation Studies

2nd cycle - Master's in Quality Management

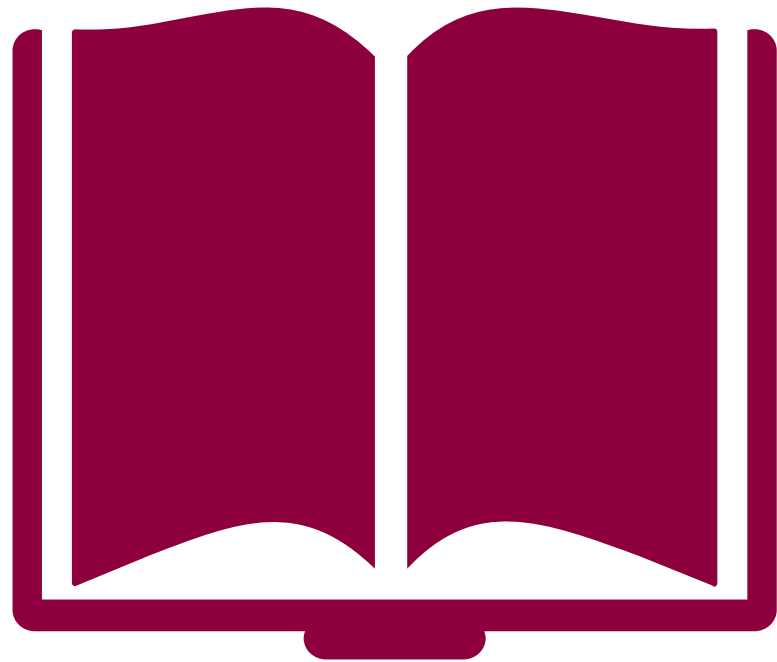
3rd cycle - PhD in Quality Management

1st cycle - Bachelor's in Organisation Studies

The program lasts for three years (six semesters) and is awarded with 180 ECTS.

The aim of the program is providing students with fundamental knowledge from the field of organization science with a broad understanding of research methods and a good knowledge of models, standards, and tools for quality.

Graduates of the first cycle will have the opportunities to use knowledge that is based on contemporary organization theory in a real environment within organizations that emphasize opportunities for continuous improvement of quality products and services, processes, and the entire process-based organization.



1st cycle - Curriculum

Year 1

- Fundamentals of Organization
- Research Methodology
- Fundamentals of Management
- Business Statistics
- Business English 1 / Business German 1
- Total Quality and Business Excellence
- Process-Based Organizations
- Marketing
- Development of Products and Processes
- Elective Course 1

Year 2

- Theory of Organizations
- Production
- Purchasing
- Logistics
- Legal Framework of Business Management
- Human Resource Management
- Economics of Organization
- Project Management
- Elective Course 2
- Elective Course 3

Year 3

- Informatisation of Business Processes
- Business English 2 / Business German 2
- Change Management
- Elective Course 4
- Elective Course 5
- Work - Placement
- Diploma Thesis

18 elective courses

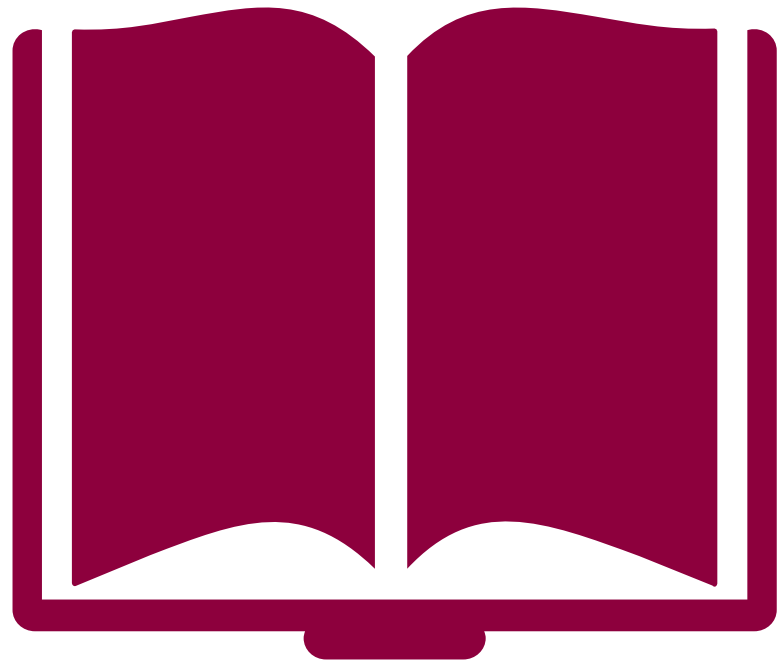
- 3 thematic modules:
 - Organization
 - Quality
 - Business

2nd cycle - Master's in Quality Management

The program lasts for two years and is divided into four semesters. It is awarded with 120 ECTS.

The aim of the programme is to provide students with the internalisation of fundamental building blocks of contemporary quality and excellence paradigms as well as providing the knowledge and skills that will ensure them with a wide range of competences required for managing in organizational quality and excellence.

After completing the program, students are trained for independent management of organizational units, entrusted with the responsibility for development, deployment, and continuous improvement of quality systems, and facilitating organizational development to superior quality and excellence.



2nd cycle - Curriculum

Year 1

- Contemporary Approaches to Quality and Excellence
- Research in Organizational Sciences
- Research Methodology 2
- Sustainable Global Marketing
- Leadership and Organizational Culture
- Strategies and processes of Organization
- Innovation and Creativity
- Contemporary Organization Theory
- Elective Course 1
- Elective Course 2

Year 2

- Master Research Seminar
- Management Information Systems
- Elective Course 3
- Elective Course 4
- Elective Course 5
- Master Thesis

17 elective courses

- Thematic modules:
 - Management
 - Regional development
 - Excellence

3rd cycle - PhD in Quality Management

The program lasts for three years and is divided into six semesters. It is awarded with 180 ECTS.

The program provides students with an in-depth understanding of theoretical and methodological concepts as well as skills to independently develop new knowledge and solve demanding problems in testing and improving existing explanations and discovering new solutions to manage the most demanding work systems and scientific research projects within a broad professional and academic field. A compulsory component of this program is original or applied research tasks.

The programme is designed to educate PhD students for research work mainly in scientific research and teaching activities, as well as research and professional work in the commercial and non-commercial sectors, and non-commercial sectors, as well as public administration. The fundamental objective of the doctoral programme are particularly oriented toward knowledge of research activities in the field of quality and business excellence, and its related disciplines as well as subdisciplines.



3rd cycle - Curriculum

Year 1

- Research Methodology 3
- Elective course - theoretical
- Seminar for Dissertation Proposal
- Individual Work on the Dissertation Proposal

Year 2

- Individual Work on the Dissertation Proposal
- Seminar for Dissertation 1

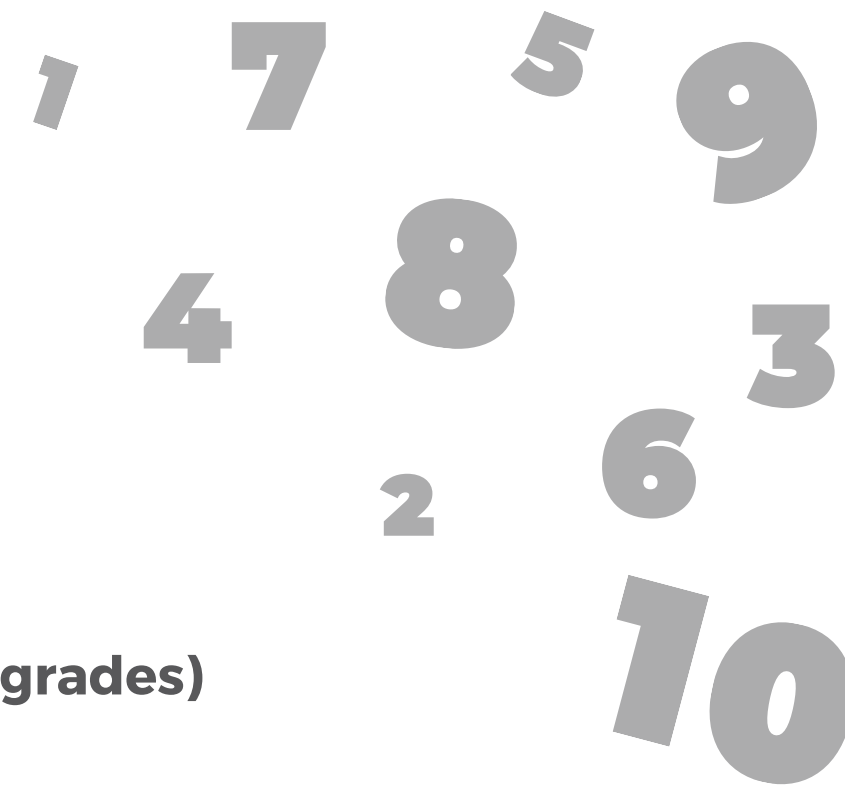
Year 3

- Seminar for Dissertation 2
- Individual Work on the Dissertation Proposal

4 elective courses

- New Paradigms of Organization Theories
- New Paradigms of Innovation and Excellence
- New Paradigms of Sustainable Development
- New Paradigms of Destination Management

Grading System



Description of the institutional grading system:

10	Excellent	91% - 100%
9	Very Good	81% - 90%
8	Very Good	71% - 80%
7	Good	61% - 70%
6	Sufficient	51% - 60%
1 to 5	Fail	less than 51%

ECTS credits:

1 full academic year = 60 credits
1 semester = 30 credits

ECTS Grading System:

ECTS Grades	% of successful students normally achieving the grade	Definition (only of failing grades)
A	10	EXCELLENT - outstanding performance with only minor errors
B	25	VERY GOOD - above average standard but with some errors
C	30	GOOD - generally sound work with a number of notable errors
D	25	SATISFACTORY - fair but with significant shortcomings
E	10	SUFFICIENT- performance meets the minimum criteria
FX	-	FAIL - some more work required before the credit can be awarded
F	-	FAIL - considerable further work is required

Academic Calendar

Winter Semester	beginning of October – beginning of February
Winter examination period	beginning of February – beginning of March
Spring Semester	beginning of March – end of June
Spring examination period	end of June - middle of July
Autumn examination period	middle of August - beginning of September
Autumn Holidays	end of October - beginning of November
Winter Holidays	middle of February - end of February
Summer Holidays	middle of July - middle of August

National Holidays:

January 1 and 2

February 8

Easter Monday

April 27

May 1 and 2

June 25

August 15

October 31

November 1

December 25 and 26

The academic year starts on 1 October and ends on 30 September.

Every year the study calendar specifies the duration of organised study activities, examination periods, school holidays, public holidays and of the university week.

Please check the website for the current academic year calendar: <https://www.fos-unm.si/en/studij/koledar/>



Activities & Research

Over the past years, the Faculty has successfully obtained and carried out various research and educational projects that were financially supported by the State and/or the European Union.

Among the more visible ones are the **Jean Monnet Chair** which is strengthening the European perspective in existing study programmes (while conducting the research in the further development of the European Union); **Local Action Group DBK** project on tourism innovation in local environment, which enabled the Faculty to start developing in the field of Tourism Studies; and **WELLY: Introducing the Job Profile of a Manager for Work Well-being to Prevent and Combat Work-related Stress**, a project that addresses the impact of the physical and psychosocial work environment on the health and well-being of employees; **A New Approach in English Education: Gamification**; **A-CCT - Digital Content Development for Integrating Cloud Technologies into Formal and Distance Vocational Education** and project **HEARD** (The impact of COVID-19 crisis on diverse democratic perspectives through gender perspective).

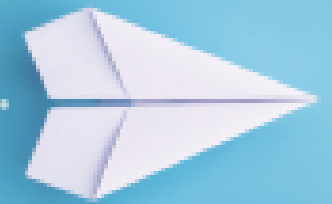
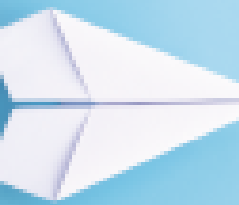
Next to the more visible projects, the Faculty also obtained and carried out smaller EU funded projects in the field of competence transfer for basic robotics and programming.

The Faculty has highly developed scientific publishing activities in a broader field of social sciences, supported by two double-blind peer reviewed journals; **Challenges of the Future** and **Journal of Universal Excellence**.

Challenges of the Future is a scientific, double blind peer reviewed journal, which is trying to provide answers for broadest societal issues in the field of organisation, economy, management, education, administrative and political science, sociology and other fields of social sciences and humanities. The journal is, more than with the field, concerned with the originality of the articles and their contribution to understanding of the future development in different aspects of human life.

The Journal of Universal Excellence is an interdisciplinary journal that combines (1) organizational sciences or management and (2) universal excellence, i.e. business, organizational, and personal excellence. The Journal covers topics on organizational studies and universal excellence. Its purpose is to research and develop the fundamental principles of excellency, in other words, the fundamental concepts of the new organizational paradigm using the EFQM model of business excellency.

The Faculty annually publishes approx. 5-6 scientific monographs by Slovenian or foreign (Slovakia, Poland, Czech Republic) authors.



As part of the annual activities, the Faculty organizes additional **Summer/Winter Schools** in different fields, which students find useful for their studies and career development, e.g., Coaching, European Business Practices, and our traditional Summer School on Quality Management Systems.

After completion of the Summer/Winter Schools, participants not only receive the most up to date information in the field, ,but also receive Certificates of Completion that can be used to enhance their CVs or used for ECTS (cerdits).



APPLICATION PROCEDURE FOR ERASMUS+ STUDENTS AND STAFF



Step 1

Your home university/faculty should first nominate you to the Project and International Coordinator at the Faculty of Organisation Studies in Novo mesto.

The nominations should be sent via email to: [erasmus \(at\) fos-unm.si](mailto:erasmus@fos-unm.si).

Step 2

After your home university/faculty has nominated you to study or have practice as an exchange student you should complete and submit the Application form (OBR-FOS-093). Here is no need to send a paper copy of the application; it is enough to send it signed and scanned. The Application form (OBR-FOS-093) for exchange staff does not apply.

Step 3 (I)

After we have received your application and your host department has approved your application, we will send you a signed **Learning Agreement for Studies or Traineeships** or for staff **Mobility Agreement For Teaching or Training** and information on living and studying in Novo mesto.

When an incoming student/staff arrives in Slovenia, s/he visits the International and Project Coordinator of the Faculty of Organisation Studies in Novo mesto, (before starting her/his studies or traineeships) in order to gain basic understanding of the procedures, duties, rights and also cultural adjustment. For easy integration into the learning process tutor student is available for the incoming students as well.

Incoming students/staff, upon their arrival, have an introductory meeting with members of the Student Affairs Office, the International and Project Office, and the Dean of the Faculty of Organisation Studies. At the meeting, incoming students/staff will be informed about the Faculty, its role, and the wider environment. Incoming students also become familiarized with relevant information regarding study and accommodation in Slovenia (at FOŠ). For easy integration into the learning process, a tutor student is available for incoming students.

Step 3 (II)

Knowledge of Slovenian language is not requested.

Courses for the incoming students at Faculty of Organisation Studies in Novo mesto are provided in English language. However, it is expected that incoming students/staff are fluent in English according to the inter-institutional agreements.

The verification of language skills incoming student should be provided by the OLS system (Online linguistic system) at students home institutions. If the language skills of incoming students are not sufficient, the online English language course should be taken within the OLS system before arrival to Slovenia.

•Application deadlines

- 10 May for the winter semester
- 10 November for the summer/spring semester

**USEFUL AND
GENERAL
INFORMATION FOR
INCOMING
EXCHANGE
STUDENTS/STAFF**



Entry into the Republic of Slovenia

The ways and conditions of entry into the Republic of Slovenia (RS) differ with regard to whether you are a citizen of a member state of the European Economic Area (EEA; EEA member states are the European Union's member countries, Norway, Iceland and Liechtenstein) or Switzerland or a third-country national (all other states).

More here:

- **Ministry of the Interior of the Republic of Slovenia:** <https://www.gov.si/en/state-authorities/ministries/ministry-of-the-interior/>
- **Ministry of Foreign Affairs of the Republic of Slovenia:** <https://www.gov.si/en/state-authorities/ministries/ministry-of-foreign-affairs/>
- **Study in Slovenia:** <http://studyinslovenia.si/>

Accommodation

The Faculty of Organistaion Studies in Novo mesto does not provide or guarantee accommodation.

However the International and Project Office can help you with providing rooms in the Student dorm or Hostel Situla. Both accomodations are near the Faculty and are student friendly regarding prices.

Dijaški in študentski dom Novo mesto (Student dorm)

Address: Šegova ulica 115, 8000 Novo mesto, Slovenia

Website: <https://www.dijaskidom.org/>

Hostel Situla

Address: Dilančeva 1, 8000 Novo mesto, Slovenia

Website: <http://nova.situla.si/>

Other temporary accommodation in Novo mesto can be found at some apartments and hotels via:

- <https://www.booking.com/>
- <https://www.visitnovomesto.si/nastanitev/hoteli>

Cost of Living & Meals

A faint, light-colored map of Europe serves as the background. Overlaid on this map are numerous pink location pins. The pins are concentrated in Central and Eastern Europe, with a notable cluster in the Balkan region (including Slovenia, Croatia, and Bosnia and Herzegovina) and another cluster in the Nordic region (including Sweden, Finland, and Denmark). There are also a few pins in Western Europe (like France and Germany) and one in the Iberian Peninsula (Spain).

Approximate cost of living per month is €400.

Average prices for Novo mesto and Slovenia can be found on the links here:

- **Cost of living in Slovenia** (https://www.numbeo.com/cost-of-living/country_result.jsp?country=Slovenia),
- **Cost of living in Novo mesto** (<https://www.numbeo.com/cost-of-living/in/Novo-Mesto-Slovenia>).

Pursuant to the Subsidized Student Meals Act, the Slovenian Student Union (ESS) implements a system of subsidized student meals.

More here: <https://www.studentska-prehrana.si/en/home/PogostaVprasanja>

Medical facilities & Insurance

Health Centre Novo mesto can be found near Novo mesto General Hospital and the new bridge over the river Krka. Health Centre Novo mesto is a public institution providing health care services and foster important preventive health activities (Address: **Health Centre Novo mesto, Kandijska cesta 4, +386 (0)7 391 67 00**).

Students from EU and European economic region countries should have the E 128 form, E 111 form or E-card. You should contact the authorized insurance agency where you are insured and ask for one of the bovementioned forms. If you have no health insurance in your home country, contact the insurance company that can cover your insurance in Slovenia:

**ASSISTANCE CORIS (Address: Ul. Bratov Babnik 10, 1000 Ljubljana, Slovenia
Phone: +386 1 519 20 20 | Website: <http://www.coris.si/>**

During a temporary stay in Slovenia, insured citizens will be able to claim medical services in public health institutions on the basis of the European health insurance card. Medical services may only be claimed on the primary level in health centres. In case of medical problems, it is best to go to the Student Health Facility (at Zdravstveni dom Novo mesto) Kandijska cesta 4, 8000 Novo mesto.

Student from NON-EU countries bring your insurance policy papers with you. If you have no health insurance in your home country, contact the insurance company that can cover your insurance in Slovenia.

Learning Facilities & Facilities for special needs students/staff

The Faculty of Organisation Studies in Novo mesto is located at **Ulica talcev 3, 8000 Novo mesto, Slovenia.**

The Faculty has two large classrooms with a meeting room as well as a study center in our library.

Accommodations will be made for special needs students. Please provide the Faculty of Organisation Studies the accommodations you need (wheelchair accessibility, front row seating, etc) and we will provide it for you before your arrival.



Contact at the Faculty of Organisation Studies in Novo mesto for more information:

Project and International Office

E-mail: erasmus@fos-unm.si or projektna-pisarna@fos-unm.si

Telephone: +386 (0)59 082 060

Student Affairs Office

E-mail: info@fos-unm.si

Telephone: +386 (0)59 074 164

Visit <https://www.fos-unm.si/en/>

Follow us on:



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