

## Erasmus policy statement

DOBA Faculty was established and accredited in 2003 as an independent higher education institution and is a part of the DOBA Business Group. DOBA Faculty is privately owned and organised as a non-profit institution offering only part time studies since the majority of our students are employed. Students can choose between the traditional study mode or distance study mode.

DOBA Faculty can be regarded as a pioneer in online distance education and the largest online distance education provider in Slovenian higher education. We offer 3 Master's programmes and 5 Bachelor programmes. Already in the academic year 2006/2007 we upgraded our offer in the field of distance learning by international virtual mobility. In 2008 DOBA Faculty started to expand its distance educational offer to the markets of former Yugoslavia. DOBA Faculty has 9 study centres in 3 different countries (7 in Slovenia, 1 in Serbia and 1 in Croatia). A study centre is primarily an information point for candidates. The study centre coordinator informs and advises candidates about study programmes. We are planning to offer our programmes to African market in the next school year.

DOBA Faculty has concluded agreements with 5 Slovene and 14 European higher education institutions, and has established ties with various other organisations in order to actively promote academic co-operation. International co-operation has been further strengthened through the joint preparation and implementation of development and research projects, guest lectures and study visits.

DOBA Faculty's main development and research work focus lies on e-learning, distance learning, virtual mobility, curricula development and quality assurance. To intensify its endeavours, the international Advisory Council for Development of Distance Learning was established in 2011.

The e-Learning strategy at DOBA Faculty aims to enhance the development and virtualisation of distance learning to enable better access to and flexibility of study programmes via the use of innovative ICT based pedagogical approaches, new media and technologies to support the implementation of distance learning and blended learning for the enhancement of the student learning experience. The e-Learning strategy supports the internationalisation of DOBA Faculty: enrolment of foreign students into programmes carried out at a distance and offered in the markets of former Yugoslavia; virtual mobility courses offered in English during the annual virtual summer school; (funding for) research and development through international partnerships and projects.

Through the years we have acquired a lot of experience with student placements. We have sent our students abroad, mainly to Germany, Austria, Lithuania, and Spain, and have also accepted incoming students. Our experience is also based on our work in different projects, e.g. Framework project involving different European countries. The aim of Framework is to provide quality placement experience for which the student is appropriately prepared and through which the student is properly supported, enabling maximum benefits to be gained from the work based learning taking place. In order to ensure high quality of student placements we have implemented the following measures:

Our institution has a special coordinator responsible for student placement who establishes and maintains contact with work placement providers home and abroad. The coordinator prepares updates and gives all the necessary information regarding work placement, organizes counselling and promote opportunities for student placement abroad. After selecting the work placement the coordinator prepares an individual placement programme and placement agreements. During work placement coordinator performs constant monitoring together with student's tutor at work placement provider. Evaluation instruments are: visiting students during work placement or weekly phone contacts if student is abroad, interviews with employers, surveys and questionnaires. We assure all

necessary activities to facilitate work placements, e.g. coordination, information packages, language and cultural courses, accommodation facilities, survival guide, etc.

The scientific, research and professional work at DOBA Faculty are carried out under the auspices of the Business Institute registered research group. The cooperation of DOBA Faculty with the economic and non-economic sector is an important competitive advantage that serves as a basis for our strategic directions and represents the starting point of being a modern and innovative Faculty.

The emphasis of this cooperation is placed on the preparation of students' project for individual companies in the region and the visiting lectures held by renowned practicing experts.

The students also prepare applicative and research projects in companies in which they are employed and in other organisations. DOBA Faculty encourages students to prepare such papers and projects.

The basis of scientific and research work conducted at the DOBA Faculty is directed towards implementing applicative projects, developing new programmes and cooperating with the immediate and broader region.

The DOBA Faculty implements international and national applicative development projects and studies. We apply for the grants to fund these projects at national and international tenders. We also implement in-house studies and projects for the needs of the development of the Faculty.

The research programme of the DOBA Faculty defines the strategic research fields:

- Internationalisation of companies and macroeconomic aspects of international trade;
- The importance of different types of intelligence for successful running and management of human resources;
- Potential high growth enterprises and their effect on the economy with emphasis on rapid growth factors, an international comparison of Slovenia, Serbia, Montenegro and Croatia;
- The role of social entrepreneurship in economic development and growth;
- Success factors in distance learning/e-study;
- The effect and role of e-education and lifelong learning in company growth;
- Information and business literacy as conditions of growth and development.

The involvement of students, teachers and companies is essential in the transfer of knowledge and experiences between the teaching and business practice.

One of the key priorities of the DOBA Faculty is international cooperation and integration, developed and strengthened on the basis of:

- bilateral agreements;
- exchange of students and lecturers;
- participation in lecturers for international scientific research projects;
- development of study programmes and cooperation in development of joint study programs;
- individual contacts with teaching staff and their participation in international conferences;
- organisation of international scientific and professional consultations (round tables, summer schools, international events).

With its offer of education and training programmes and programmes of non-formal education, DOBA Faculty substantially contributes to the realisation of the main strategic objectives of Slovenia and the Europe 2020 programme in the region, i.e. to raise the educational level of the population and to realise lifelong learning. DOBA Faculty implements distance study and thus enables the inclusion of a broader spectrum of people and of sensitive groups (women, persons with disabilities, etc.).

In teaching, DOBA Faculty continually employs the latest approaches to education and simultaneously sees to information technology strongly supporting the teaching process, which also enhances access to education, especially for employed students, both in Slovenia and abroad, and for special needs

students. This information support also allows the inclusion of other groups, e.g. interested individuals, who wish to obtain specific competencies from a specific field.

As implementers of the teaching process, higher education teachers are responsible for the quality implementation of the process in accordance with the standards and norms of DOBA Faculty. The Faculty ensures that the knowledge and competencies of higher education teachers, research assistants and tutors are upgraded in order to provide a quality implementation of the teaching process.

DOBA Faculty has extensive experiences in virtual mobility of students that it obtained through two projects, i.e. Business Communication and Intercultural Dialogue and MoreVM. Together with partner institutions, we prepare joint courses in the form of distance study. DOBA Faculty also organises an international virtual summer school that is attended by students from various European countries. We wish to upgrade virtual mobility with real mobility of teachers, staff and students and the exchange of good practices, which will additionally strengthen the cooperation between our faculty and related institutions across Europe and enable greater transparency and comparability of different school systems.

From the start of its operation, DOBA Faculty has been striving to facilitate knowledge exchange in the higher education – research – business triangle by employing scientific, research and professional work in accordance with the main objectives and directions of development of higher education in Slovenia and Europe. The emphasis of scientific, research and professional work predominantly lies on applicative research and development that includes all main pillars: higher education teachers, expert associates, students and companies.

DOBA Faculty is privately owned and 100% funded by tuition fees. Each programme has a programme manager who is responsible for the management of the programme, discussions with lecturers, tutors and represents a link between the school, students and lecturers. These modern approaches are used to ensure a high quality in the organisation and implementation of the teaching process.