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**INTERNATIONAL EUROPEAN
UNIVERSITY**



**EUROPEAN SCHOOL
OF BUSINESS**



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Course Name 

 Public administration and management

Lecturer (s) 

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Lecturer's profile 



Consultations

online consulting



offline consulting



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Discipline page 

 <https://business.ieu.edu.ua/navchannia/orhanizatsiia-osvitnoho-protsesu/robochi-prohramy/bakalavrat>

Form of final control

test

def. test

exam



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1 Brief discipline annotation

The discipline provides knowledge of the impact of the state on the condition and development of social processes, consciousness, behavior and activities of individuals and citizens in order to achieve goals and functions of the state reflected in the Constitution and legislative acts by introducing the public policy legislated and developed by the political system, through activities of public authorities with the necessary competence, as well as skills to analyze and assess social and economic processes and phenomena in the public environment and professional activities. The current state of public administration and management causes the need to thoroughly study public administration processes as a complex process involving state and public institutions, as well as to acquire the ability to implement tasks and functions of professional activities based on the basic principles of public administration and management technologies.

2 Background for studying discipline

Subject matter of the academic discipline: theoretical, methodological and practical foundations of strategic management and administration of the public sector, which are the main components of achieving the development goals of the state, community, subjects of the public sector: public authorities, local self-government, civil society actors, public organizations; enterprises, institutions and organizations of different forms of ownership.

3 Goal and objectives of the discipline

The **goal** of the Public administration and management discipline is to provide students with a system of theoretical knowledge of the essence and content of the concept of public administration and management, practical skills and abilities to apply the public sector legislation, regulatory acts, principles and procedures in public administration; to study methods and technologies in public administration and management, to acquire skills and competencies required to perform functional responsibilities and powers of the subject of public administration and management, including public authorities and local self-government.

Key objectives of the Public administration and management discipline are to provide students with the following knowledge:

- theoretical and methodological foundations of public administration and management;
- the essence, laws, principles and mechanisms of public administration and management;
- features of the current condition of functioning of the public administration system;
- basics of the methodology, technologies and procedures of public administration;
- the system of public administration and management, principles of its organization;
- skills in developing and implementing measures to ensure the effective and efficient activities of subjects of the public sector.

4 Learning outcomes

PLO 3. To show knowledge of theories, methods and functions of management, contemporary leadership concepts.

PLO 5. To describe the content of functional areas of organization operations.

PLO 8. To apply management methods for ensuring efficient organization operations.

PLO 9. To show interaction, leadership and teamwork skills.

PLO 11. To show skills in analyzing the situation and carrying out communications in different areas of organization activities.

PLO 15. To show the ability to act in a socially conscious manner based on ethical considerations (motives), respect of diversity and multiculturalism.

5 ECTS credits

6 ECTS credits / 180 academic hours

6 Discipline structure

Content sections and topics	Amount of hours											
	full-time mode of study						part-time mode of study					
	total	including					total	including				
		l	p	lab.	ind.	i. w.		l	p	lab.	ind.	i. w.
1	2	3	4	5	6	7	8	9	10	11	12	13
Content section 1. PUBLIC ADMINISTRATION AND MANAGEMENT AS A SYSTEMIC PHENOMENON IN SOCIETY												
Topic 1. Subject matter and methodological basis of public administration.	7	2	2	-	-	4	8	2	-	-	-	6
Topic 2. Basic theories of public administration.	7	2	2	-	-	4	8	-	-	-	-	8
Topic 3. Public sector – unity of economic, social and political sectors.	9	2	2	-	-	6	8	-	-	-	-	8
Topic 4. Civil society as a subject of setting the goals of public administration.	7	2	2	-	-	4	8	-	-	-	-	8
Topic 5. Local self-government and urban public authority.	7	2	2	-	-	4	10	2	-	-	-	8
Topic 6. Local self-government and urban public authority.	7	2	2	-	-	4	10	-	2	-	-	8
Topic 7. Methodological features of public administration and management.	9	2	2	-	-	6	8	-	-	-	-	8
Topic 8. Public administration as a process of developing, making and implementing managerial decisions.	9	2	2	-	-	6	10	-	2	-	-	8
Total per content section 1	62	16	16	-	-	38	70	4	4	-	-	62
Content section 2. ORGANIZATION OF PUBLIC ADMINISTRATION AND MANAGEMENT												
Topic 9. Functional and technological features of public administration and management.	9	2	2	-	-	3	6	-	-	-	-	6
Topic 10. Mechanisms, bodies, methods and styles of public administration and management.	9	2	2	-	-	3	10	2	-	-	-	8
Topic 11. Features of renewal of public administration and management.	10	2	2	-	-	5	8	-	-	-	-	8
Topic 12. Bureaucracy and anti-corruption activities in public administration.	10	2	2	-	-	5	10	-	2	-	-	8
Topic 13. Efficiency and effectiveness of public administration and management.	10	2	2	-	-	5	8	-	-	-	-	8
Topic 14. Basic principles of public administration in the social sector and responsibility in public administration.	10	2	2	-	-	5	8	-	-	-	-	8
Total per content section 2	58	12	12	-	-	26	50	2	2	-	-	46
Total hours	120	28	28	-	-	64	120	6	6	-	-	108



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7 List of obligatory tasks

1. Subject matter and methodological basis of public administration.
2. Basic theories of public administration.
3. Public sector – unity of economic, social and political sectors.
4. Civil society as a subject of setting the goals of public administration.
5. The system of state authorities of public administration.
6. Methodological features of public administration and management.
7. Public administration as a process of developing, making and implementing managerial decisions.
8. Functional and technological features of public administration and management.
9. Basic principles of public administration in the social sector and responsibility in public administration.
10. Bureaucracy and anti-corruption activities in public administration.

8 List of selective tasks

1. What are the key concepts for understanding the essence and particularities of public administration and management?
2. Characterize the concept of state and public authority.
3. Provide known definitions of the concept of public administration.
4. Provide a definition of public administration based on the property of purposefulness.
5. Characterize public administration and management in terms of a systematic approach.
6. What is the activity-based model of public administration?
7. Explain the difference between public administration and management.
8. Characterize the inter-level interaction in the system of public administration and management.
9. What are the objectives of the science of public administration and management due to the transformation of its model, achievement of the necessary level of diversity of the system of public management, ensuring outstripping management?

9 Discipline features

Period of teaching	Semester	International disciplinary integration Я	Year of study	Courses: general training/professional training/elective
1 semester	8 th semester	available	4 th year	Professional training

10 Assessment system and requirements. General system of discipline assessment

As part of discipline teaching, one carries out current and final control of students' knowledge. The final grade in the form of an exam is given according to the total rating of students.

QR Code: <https://ie.u.edu.ua/docs/pol-mark-esb.pdf>

According to the results of current control during a semester, students can obtain 100 points maximally, the minimum sum of points allowing students to pass the discipline is 60 points.

Correlation between national and ECTS grades and student rating: **QR Code:** <https://ie.u.edu.ua/docs/pol-mark-esb.pdf>



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11 Admission to final control

The minimum amount of points that should be obtained by students for current educational activities during a semester to be admitted to the final control is 36 points. The grade for the discipline is defined as a sum of the final points for current activities and the points for the final control and is expressed due to the multipoint scale.

The grade for the discipline completing with the exam is determined as the sum of points for current learning activities (at least 36), points for individual independent work of students (no more than 6) and points for the test (at least 24).

The overall points of the discipline are 100. The total grade for the discipline is given according to the national and European scale.

The final control in the form of an exam is carried out after learning all the topics of the discipline, during the examination session.

QR Code: <https://ie.u.edu.ua/docs/050.pdf>

12 Discipline policy

To ensure fruitful learning and cognitive activities of students while studying the discipline, one holds relevant lectures and seminars in the form of presentations, case studies, group work and discussion seminars.

During classes and at the University, students should respect lecturers, staff and other students, attend classes according to the schedule, come on time and not leave classes without lecturer's permission. All academic assignments should be performed by the deadlines.

The teaching staff should constantly advance their professional level, teaching skills, general culture, as well as provide students with appropriate conditions for learning educational programs according to the requirements for the content, level and capacity of education, and encourage their comprehensive professional development. Lecturers should follow the curriculum, not be late for classes, not allow any manifestations of corruption, discrimination, bullying, harassment and infringement of the students' rights.

13 Policy of absence and late task performance

Students who miss the current control for valid reasons confirmed by documents have the right to take current control within two weeks after returning to studying.

Students who have missed classes without valid reasons, have not participated in current control activities, have not liquidated academic failure are not admitted to the final semester control of this discipline. In this case, an academic staff member puts a mark 'non-admission' in the exam record.

Repeated taking of the exam in the discipline is appointed in case of accomplishing all types of educational, independent (individual) work stipulated by the working program of the academic discipline and is carried out according to the approved schedule of academic failure liquidation.

QR Code: <https://ie.u.edu.ua/docs/050.pdf>

14 Academic integrity policy

Participants in the educational process rely on the academic integrity principles **QR Code:** <https://ie.u.edu.ua/docs/011.pdf>



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**Primary (basic) literature:**

1. Amosov O.Y. Models of public administration (archetypal paradigm) / O.Y. Amosov, N.L. Havkalova // Public administration: theory and practice: collection of scientific papers of the Association of Doctors of Sciences in Public Administration. – Kh.: DocNaukDerzhUpr Publishing House. – Special edition. – June, 2013. – P. 6-13.
2. Hryniova V.M. State regulation of the economy: textbook / V.M. Hryniova, M.M. Novikova. – K.: Znannia, 2008. – 398 p.
3. Lazor O.D. Fundamentals of public administration and local self-government: study guide / O.D. Lazor, O.Y. Lazor, I.H. Lazor. – K.: Dakor, 2007. – 312 p.
4. Management for public authorities: study guide / edited by Doctor of Economics, Professor M.P. Butko. – Nizhyn: Aspect-Polygraph Publishing House LLC, 2011. – 360 p.
5. Aleksieiev V.M. Structures of public administration in Ukraine: public councils / V.M. Aleksieiev. – Chernivtsi: Technodruk, 2014. – 76 p.
6. Public administration and civil service: dictionary-reference book / edited by O.Y. Obolenskyi. – K.: KNEU, 2005. – 208 p.
7. Chernov S.I. Text of lectures in the Public Administration discipline (for students of all modes of study in the specialty: 7.03060101, 8.03060101 Management of organizations and administration (by types of economic activities)) / S.I. Chernov; S.O. Haiduchenko; O.M. Beketov National University of Urban Economy in Kharkiv. – Kh.: O.M. Beketov NUUEKh, 2014. – 98 p.

Additional literature:

1. Bahni M. State registration of public associations and charitable organizations: practical guide / M. Bahni, T. Yatskiv. – Lviv, 2014. – 176 p.
2. Bakumenko V.D. Making public administration decisions: problems of theory, methodology, practice: monograph / V.D. Bakumenko. – K.: UAPA Publishing House, 2000. – 328 p.
3. Dziundiuk V.B. Efficiency of public organizations: a monograph / V.B. Dziundiuk. Kh.: KhRI UAPA 'Master', 2003. – 236 p.
4. Europeanization of public administration in Ukraine in the context of European integration: materials of the scientific conference on December 17, 2009, Dnipropetrovsk / edited by L.L. Prokopenko – Dnipropetrovsk: DRIPA UAPA, 2009. – 224 p.
5. Culture and ethics in public administration: scientific development. Development / S.M. Seriohin, O.V. Antonova, I.I. Khozhylo et al. – K.: UAPA, 2010. – 40 p.
6. Malynovskyi V.Y. Public administration: study guide / V.Y. Malynovskyi. – Lutsk: Vezha Editorial and Publishing Department of Lesya Ukrainka Volyn National University, 2000. – 558 p.
7. Melnyk A.F. Public administration: textbook / A.F. Melnyk, O.Y. Obolenskyi, A.Y. Vasina; edited by A.F. Melnyk. – K.: Znannia, 2009. – 582 p.
8. Monastyrskyi H.L. Theory of organization: study guide / H.L. Monastyrskyi. – K.: Znannia, 2008. – 319 p.
9. Public administration in Ukraine: study guide / V.B. Dziundiuk, N.M. Meltiukhova, N.V. Fomitska; edited by V.V. Korzhenko, N.M. Meltiukhova. – Kh.: KhRI UAPA 'Master', 2011. – 306 p.
10. Skakun O.F. Theory of law and state: textbook / O.F. Skakun. 3rd ed. – K.: Alerta, 2012. – 524 p.

Information resources:

1. President of Ukraine // Electronic resource. – Available at: <http://www.president.gov.ua>
2. Verkhovna Rada of Ukraine // Electronic resource. – Available at: <http://www.rada.gov.ua>
3. Government portal // Electronic resource. – Available at: <http://www.kmu.gov.ua>
4. Ministry for Economic Development, Trade and Agriculture of Ukraine // Electronic resource. – Available at: <http://www.me.gov.ua>
5. Ministry of Finance of Ukraine // Electronic resource. – Available at: <https://www.mof.gov.ua/uk>



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Recommended sources of information

6. Ministry of Education and Science of Ukraine // Electronic resource. – Available at: <http://www.mon.gov.ua>
7. State Statistics Service of Ukraine // Electronic resource. – Available at: <http://www.ukrstat.gov.ua>
8. National Agency of Ukraine on Civil Service // Electronic resource. – Available at: <https://nads.gov.ua/>

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Tips for successful study in the course

If you want to succeed in this discipline, you should be:

- **persistent, attentive and curious;**
- **creative, cheerful, and open to communication and discussions;**
- **ready to acquire information and knowledge about the subject not only during lectures but also during extracurricular activities.**

See you at classes!