

SYLLABUS

INTERNATIONAL EUROPEAN
UNIVERSITY



EUROPEAN SCHOOL
OF BUSINESS



SYLLABUS



Course and educational program	Public Administration and Management Management EP
Course description	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.
Prerequisites for studying	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. The Public Administration and Management course is based on the knowledge of the following disciplines: Economic Theory, Economics of Enterprises, Management, Public Administration.
Number of credits/hours	4 ECTS credits / 120 academic hours
Learning format	Blended learning
Classroom location	https://dist.ieu.edu.ua/course/view.php?id=687
Lecturer's full name	Vladyslav Pavlov , Doctor of Economics, Associate Professor, Professor at the Department of Management, Finance and Business Administration
Department	Department of Management, Finance and Business Administration: 
Office location	42V Akademika Hlushkova Ave., Kyiv, room 511
Consulting	Every Monday from 4 p.m. to 5 p.m. by appointment via corporate e-mail

Lecturer's e-mail address	v.pavlov@ie.u.edu.ua
Course objectives	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.
Role of the academic discipline in achieving program learning outcomes	<p>PLO 3. To show knowledge of theories, methods and functions of management, contemporary leadership concepts.</p> <p>PLO 5. To describe the content of functional areas of organization operations.</p> <p>PLO 8. To apply management methods for ensuring efficient organization operations.</p> <p>PLO 9. To show interaction, leadership and teamwork skills.</p> <p>PLO 11. To show skills in analyzing the situation and carrying out communications in different areas of organization activities.</p> <p>PLO 15. To show the ability to act in a socially conscious manner based on ethical considerations (motives), respect of diversity and multiculturalism.</p>
Learning outcomes	<p>After learning the discipline, students should know:</p> <ul style="list-style-type: none"> – the structure and particularities of the functioning of public administration and management; – standards, principles and norms of activity in public administration and management; – regulatory legal acts and provisions of legislation in public administration and management; – technologies of elaboration, adoption and implementation of managerial decisions; – basics of electronic management; – the electronic document management system; – modern marketing and management technologies in public administration and management. <p>be able to:</p> <ul style="list-style-type: none"> – search for and summarize information, draw conclusions and formulate recommendations within their competence; – establish communication between citizens, state and local authorities; – use methods of analysis and evaluation of sustainable development programs; – apply quality control methods in professional activities;

	<p>– use the data of statistical reporting, accounting and special studies in professional activities.</p>
Course content	<p>Topic 1. Subject matter and methodological basis of public administration.</p> <p>Topic 2. Basic theories of public administration.</p> <p>Topic 3. Public sector – unity of economic, social and political sectors.</p> <p>Topic 4. Civil society as a subject of setting the goals of public administration.</p> <p>Topic 5. Local self-government and urban public authority.</p> <p>Topic 6. Local self-government and urban public authority.</p> <p>Topic 7. Methodological features of public administration and management.</p> <p>Topic 8. Public administration as a process of developing, making and implementing managerial decisions.</p> <p>Topic 9. Functional and technological features of public administration and management.</p> <p>Topic 10. Mechanisms, bodies, methods and styles of public administration and management.</p> <p>Topic 11. Features of renewal of public administration and management.</p> <p>Topic 12. Bureaucracy and anti-corruption activities in public administration.</p> <p>Topic 13. Efficiency and effectiveness of public administration and management.</p> <p>Topic 14. Basic principles of public administration in the social sector and responsibility in public administration.</p>
Books and materials	<ol style="list-style-type: none"> 1. State and Regional Management: Study Guide / O. Y. Bobrovska, T. O. Savostenko, et al. – Dnipro: Dnipropetrovsk Regional Institute for Public Administration, National Academy for Public Administration under the President of Ukraine, 2018. – 160 p. 2. European Regional Policy: Textbook / edited by A. Krysovatyi and I. Lishchynskyi. – Ternopil: Economic Thought of West Ukrainian National University Publishing Center, 2020. – 236 p. 3. Y.Y. Voronina. Theory and Practice of Public Administration / Y. Y. Voronina. – Melitopol: Color Print LLC, 2020. – 204 p. 4. Public Administration and Management: Study Guide / A.O. Dehtiar, O.A. Dehtiar, Kh.I. Kalashnikova, M.K. Hnatenko. – Kharkiv: National Aerospace University "Kharkiv Aviation Institute", 2021. – 128 p. 5. Theory of Law and State: Textbook / O.F. Skakun. – 3rd ed. – Kyiv: Alerta, 2012. – 524 p. 6. Government portal // Electronic resource. – Available at: http://www.kmu.gov.ua

Technical requirements for the course

To work on the Public Administration and Management course, you need regular access to a computer (or phone) and the Internet.

In order to successfully study and pass the course exam, you should first explore the distance learning platform (Moodle) and study all folders that already contain or will contain information or materials for the course. You will also have to download and create documents, watch videos, or create them.

You can use distance platforms only using corporate e-mail.

If you are unable to attend the course, you should notify the Dean's Office or your class representative or the course lecturer directly.

Learning process

The Public Administration and Management course consists of lectures and practical classes.

Lectures use the following training methods:
lecture, conversation lecture, discussion, discussion of problematic issues, demonstration, analysis of various situations according to the lecture topic.

Practical classes use the following training methods:
questioning, testing, performing individual and team tasks, case studies, preparing reports and presentations, performing analytical and calculation works, solving specific problems and situations, brainstorming.



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

Assessment policy

You will have various ways to show your knowledge and skills during the semester. This includes how you attend classes, how and what you contribute to class discussions, how you perform and submit practical tasks and tests on time, how you perform independent work tasks, as well as your ability to present your report. Additionally, you have the opportunity to complete an individual research task performed individually in the form of a situational exercise.

Activities during the semester	Maximum amount of points during the semester
Current work (attendance, oral questioning, solving calculation problems and tasks, situational exercises)	20
Reports with presentation (2 pcs.)	10
Modular test work (2 pcs.)	20

Individual research task (admission to the exam)	10
Total	60

Grading scale

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 exam (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.

The overall final grade in points according to the national and ECTS scales is put into the examination and test register, academic card and credit book of students.

National and ECTS grading scale

Sum of points for all types of educational activities	ECTS grade	Grade according to the national scale	
		for exam, term paper, practical training	for Pass/Fail test
90-100	A	excellent	pass
82-89	B	good	
74-81	C		
66-73	D	satisfactory	
60-65	E		
30-59	FX	fail with possible repeated pass	fail with possible repeated pass
1-29	F	fail with obligatory repeated learning of the discipline	fail with obligatory repeated learning of the discipline

QR Code:



<p>How to find out your grade</p>	<p>To check your grades for tasks and read your lecturer's comments, you should check appropriate tabs on Moodle distance learning platforms. You can also obtain information about your grades directly from the course lecturer via corporate e-mail or by appointment on consulting days (room 511).</p>
<p>Course policy</p>	<p>To ensure fruitful learning and cognitive activities of students while studying the discipline, one holds relevant lectures and seminars in the form of presentations, 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. Students who miss the current control for <i>valid reasons</i> confirmed by documents have the right to take current control within two weeks after returning to studying. Students who have missed classes <i>without valid reasons</i>, 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.</p> <p>QR Code:</p> <div data-bbox="842 1659 1106 1921" data-label="Image"> </div> <p>All participants in the educational process rely on the academic integrity principles.</p> <p>QR Code:</p>

	
<p>Late task performance, correction of grades, making up missed classes</p>	<p>Tasks should be submitted via Moodle by the deadlines stipulated in the course schedule on our website. Most tasks should be performed by 9 a.m. on the day of the next class to coordinate them with the course content and group activities. It is best practice to perform tasks as soon as possible after receiving them so that you have enough time to take an active part in the class.</p> <p>If you need more time to perform the task, flexible deadlines are available. Completed tasks will be accepted until full credit until the last scheduled class in the discipline. Afterwards, the 40% partial credit based on the grade will be awarded within a week after the last day of class. Tasks that are not submitted at all will receive 0.</p> <p>If you are going to miss classes for more than one week due to illness or other reasons, please contact your lecturer to arrange alternative options for performing tasks.</p> <p>Note: deadlines work both ways, and meeting them ensures that your lecturer will provide prompt feedback on your tasks to make sure you keep up with the course.</p> <p>QR Code:</p> <div style="text-align: center;">  </div>
<p>Lecturer's response time</p>	<p>Via corporate e-mail, within 24 hours.</p>
<p>Efficient communication</p>	<p>Efficient communication is a two-way street!!!</p> <p>Therefore, the main recommendations for efficient communication include: corporate e-mail directly to the course lecturer; personal communication with classmates via social media/corporate e-mails/mobile phones; communication directly in the course on the Moodle distance platform; and a face-to-face meeting with the lecturer on consulting days.</p>
<p>Policy of publication and distribution of course materials</p>	<p>Students are not allowed to post, publish, sell, or otherwise publicly distribute course materials without the written permission of the lecturer.</p>

	<p>Such materials include, but are not limited to: lecture notes, lecture slides, video or audio recordings, tasks, problem sets, exams, other students' work, and answer keys.</p> <p>Students who sell, post, publish, or distribute course materials without written permission in order to get answers or otherwise can be subject to disciplinary action, up to and including being required to withdraw from the course. Besides, students are not allowed to make video or audio recordings of the class for their own use without the written permission of the lecturer.</p>	
Expected student workload and engagement	<p>During this course, you should allocate some hours for independent study of some lecture materials in accordance with the course topics (approximately 5-6 hours per week).</p> <p>If you face circumstances requiring you to spend more time on any of the tasks, please inform your lecturer by e-mail.</p> <p>The deadline for submission can be extended only if the lecturer is informed in advance that you will not be able to submit the task on time. Students are expected to have a backup plan in case of computer malfunctions or Internet outages.</p>	
Support services	<p>E-schedule Library Supervisor Repository Dean's Office</p>	
Course schedule	Lecture topic	Practical classes
	Topic 1. Subject matter and methodological basis of public administration.	<ol style="list-style-type: none"> 1. <i>Oral questioning</i> 2. <i>Practical tasks</i> 3. <i>Homework tasks</i> 4. <i>Checking questions submitted for independent study</i> 5. <i>Tests</i>
	Topic 2. Basic theories of public administration.	<ol style="list-style-type: none"> 1. <i>Oral questioning</i> 2. <i>Practical tasks</i> 3. <i>Homework tasks</i> 4. <i>Checking questions submitted for independent study</i> 5. <i>Tests</i>
	Topic 3. Public sector – unity of economic, social and political sectors.	<ol style="list-style-type: none"> 1. <i>Oral questioning</i> 2. <i>Solving practical tasks</i> 3. <i>Homework tasks</i> 4. <i>Checking questions submitted for independent study</i> 5. <i>Tests</i>
	Topic 4. Civil society as a subject of setting the goals of public administration.	<ol style="list-style-type: none"> 1. <i>Oral questioning</i> 2. <i>Solving practical tasks</i> 3. <i>Homework tasks</i>

		<ol style="list-style-type: none"> 4. <i>Checking questions submitted for independent study</i> 5. <i>Tests</i>
	Topic 5. Local self-government and urban public authority.	<ol style="list-style-type: none"> 1. <i>Oral questioning</i> 2. <i>Solving practical tasks</i> 3. <i>Homework tasks</i> 4. <i>Checking questions submitted for independent study</i> 5. <i>Tests</i>
	Topic 6. Local self-government and urban public authority.	<ol style="list-style-type: none"> 1. <i>Oral questioning</i> 2. <i>Solving practical tasks</i> 3. <i>Homework tasks</i> 4. <i>Checking questions submitted for independent study</i> 5. <i>Tests</i>
	Topic 7. Methodological features of public administration and management.	<ol style="list-style-type: none"> 1. <i>Oral questioning</i> 2. <i>Solving practical tasks</i> 3. <i>Homework tasks</i> 4. <i>Checking questions submitted for independent study</i> 5. <i>Test work</i>
	Topic 8. Public administration as a process of developing, making and implementing managerial decisions.	<ol style="list-style-type: none"> 1. <i>Oral questioning</i> 2. <i>Solving practical tasks</i> 3. <i>Homework tasks</i> 4. <i>Checking questions submitted for independent study</i> 5. <i>Presentation of reports</i>
	Topic 9. Functional and technological features of public administration and management.	<ol style="list-style-type: none"> 1. <i>Oral questioning</i> 2. <i>Homework tasks</i> 3. <i>Checking questions submitted for independent study</i> 4. <i>Tests</i>
	Topic 10. Mechanisms, bodies, methods and styles of public administration and management.	<ol style="list-style-type: none"> 1. <i>Oral questioning</i> 2. <i>Solving practical tasks</i> 3. <i>Homework tasks</i> 4. <i>Checking questions submitted for independent study</i> 5. <i>Presentation of reports</i>
	Topic 11. Features of renewal of public administration and management.	<ol style="list-style-type: none"> 1. <i>Oral questioning</i> 2. <i>Solving practical tasks</i> 3. <i>Homework tasks</i> 4. <i>Checking questions submitted for independent study</i>

		5. <i>Presentation of reports</i>
	Topic 12. Bureaucracy and anti-corruption activities in public administration.	<ol style="list-style-type: none"> 1. <i>Oral questioning</i> 2. <i>Solving practical tasks</i> 3. <i>Homework tasks</i> 4. <i>Checking questions submitted for independent study</i> 5. <i>Presentation of reports</i>
	Topic 13. Efficiency and effectiveness of public administration and management.	<ol style="list-style-type: none"> 1. <i>Oral questioning</i> 2. <i>Solving practical tasks</i> 3. <i>Homework tasks</i> 4. <i>Checking questions submitted for independent study</i> 5. <i>Presentation of reports</i>
	Topic 14. Basic principles of public administration in the social sector and responsibility in public administration.	<ol style="list-style-type: none"> 1. <i>Oral questioning</i> 2. <i>Solving practical tasks</i> 3. <i>Homework tasks</i> 4. <i>Checking questions submitted for independent study</i> 5. <i>Presentation of reports</i>
Tips on successful study during the course	<p>If you want to succeed in this discipline, you should be:</p> <ul style="list-style-type: none"> - 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. <p>See you at classes!</p>	