

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE

SIMON KUZNETS KHARKIV NATIONAL UNIVERSITY OF ECONOMICS



"APPROVED"

Deputy Head

(vice-rector for scientific and pedagogical work))

M. V. Afanasiev

INTRODUCTION TO PUBLIC ADMINISTRATION

work program of the discipline

Branch of knowledge	28 Public management and administration
Specialty	281 Public management and administration
Educational level	second (master)
Educational program	Public administration

Type of discipline

basic

Language of teaching, learning and assessment

foreign (English)

Head of department of public administration,
state management and regional economy

N.L. Gavkalova

Kharkiv
Simon Kuznets KhNUE
2019

МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ
ХАРКІВСЬКИЙ НАЦІОНАЛЬНИЙ ЕКОНОМІЧНИЙ УНІВЕРСИТЕТ
ІМЕНІ СЕМЕНА КУЗНЕЦЯ

"ЗАТВЕРДЖУЮ"
Заступник керівника
(проректор з науково-педагогічної роботи)

М. В. Афанасьєв

ВСТУП ДО ПУБЛІЧНОГО АДМІНІСТРУВАННЯ
робоча програма навчальної дисципліни

Галузь знань **28 Публічне управління та адміністрування**
Спеціальність **281 Публічне управління та адміністрування**
Освітній рівень **другий (магістерський)**
Освітня програма **Публічне адміністрування**

Вид дисципліни
Мова викладання, навчання та оцінювання

базова
іноземна (англійська)

Завідувач кафедри (*назва*)

Н.Л. Гавкалова

Харків
ХНЕУ ім. С. Кузнеця
2019

APPROVED

at the meeting of the department of public administration, state management and regional economy

Protocol № 2 from 30.08.2019 p.

Developer:

Gavkalova N.L., D-r of Economics, Professor, Head of the department of public administration, state management and regional economy

Letter of renewal and approval work program of the discipline

Academic year	Date of the meeting of the department	Number of the	Signature of head of the department

1. Introduction

Summary of the academic discipline: In Ukraine, in the years of independence, in accordance with the Constitution of Ukraine, the structure and functioning of public authorities at all levels are constantly changing. The development of all forms of property and civil society requires the transformation of a bureaucratic apparatus into an effective system of governance that will contribute to the satisfaction of citizens' rights and legitimate interests. This in turn creates an objective need for the further development and strengthening of public servants' activities in the new conditions

The decisive criterion for such changes is the implementation of European standards of servicing of citizens and professional servicing of political leadership in the activities of Ukrainian officials. Measures for such implementation are envisaged by the Concept of Adaptation of the Civil Service Institute to the Standards of the European Union and the Concept of Development of Civil Service Legislation in Ukraine.

A thorough understanding of the problems that arise in the process of shaping the modern doctrine of public service, the very concept of public service, as well as the relevant institute, will facilitate a more rational approach to the formation of personnel policy in accordance with the new tasks and functions of the state, as well as overcoming the alienation of society from public authority professionalism and competence of public servants.

Public administration is a field of activity that deserves careful study due to its importance for the general education of the student, as well as one of the normative special disciplines of preparation of the master of public administration.

Purpose of the course: mastering theoretical knowledge and forming professional competencies in understanding theoretical and methodological principles of public administration, in-depth understanding of governance, substantiation of the main features of the state and clarification of features of public administration at the state, regional and local levels.

Year	1M	
Semestr	1	
Number of credits ECTS	4	
Classroom work	lectures	20
	seminars	20
Individual work		80
Form of final control	test	

Structural and logical scheme of study of the discipline:

Previous disciplines	The following disciplines
Communication in Public Administration	State regulation of the economy and economic policy
Constitution and governance	Social development
Public administration technologies	Territorial administration
	Public finance

2. 2. Competencies and learning outcomes of the discipline:

Competencies	Learning outcomes
To justify decision-making in democratic governance	To define the principles of governance and mechanisms of regulation of socio-economic processes
	Determine the effectiveness and efficiency of democratic governance
	Determine the professional and qualification characteristics of public servants
	Conduct analysis of conflict situations in the activities of public servants
	To make a sound choice of methods and models of administrative and administrative processes
	Determine optimal management solutions for conflict and stress management
Developing effective solutions using modern mechanisms for managing socio-political processes in society	Determine social and administrative models based on the evaluation of the effectiveness of management processes
	Predict current trends in the interaction of governmental structures, political and public organizations to improve the effectiveness of governance at central and regional levels
	Coordinate public activity in society
	Identify socio-political processes and determine their impact on socio-economic development
	Evaluate the effectiveness of innovation in public administration

3. The program of the discipline

Content module 1. Theoretical and historical principles of public governance

Topic 1. Theoretical aspects of public administration

The essence and content of public administration. Functions and methods of governance. Principles of governance, mechanisms for their manifestation and use.

Topic 2. The Effectiveness and Effectiveness of Democratic Governance

Determination of efficiency and effectiveness in public administration. Approaches to performance and its criteria. Democratic governance as an effective tool for public administration.

Theme 3. Methodological principles of research in the field of public administration

The main stages and specifics of logical and theoretical reconstruction of socio-political and administrative-administrative objects. Features and specificity of scientific knowledge in the field of public administration. Specificity of scientific knowledge in social and administrative-management fields.

Theme 4. Models in the field of public administration

Development of social and administrative models based on management processes. Determination of general approaches to forming a coherent theoretical model in public administration

Topic 5. Culture and Ethics of Public Administration

Ethical infrastructure of public administration. Principles and norms of behavior of public administration representatives. Definition of employee's image and peculiarities of its influence on efficiency of public administration. Service ethics and etiquette in public administration

Topic 6. Conflicts and stresses in public administration

The content and etymology of conflicts, their varieties. Mechanisms of conflict of interest management. Conflicts of interest in public administration. Moral regulators of conflicts of interest. Stress-forming factors in public administration. Remedies for stress.

Content module 2. Modern mechanisms of social development management

Topic 7. Conflicts and stresses in public administration

Interaction of governmental structures, political and public organizations to increase the effectiveness of government at central and regional levels. Current trends in social development. Innovative potential of social development.

Topic 8. State theory and society

Theory of the State: Reconquista. Civil society and the state. Features of social stratification in modern Ukrainian society. Ways to overcome social stratification.

Topic 9. Socio-political processes: content and development trends

Modern socio-political processes. Parties and civil society. The influence of political parties on the state of government. Trends in the development of political processes in modern society.

Theme 10. Innovative development of Ukraine

Trends of innovative development of Ukraine. Staffing of innovative potential of Ukraine. Information society as a form of social organization in modern conditions

4. Procedure for evaluating learning outcomes

The system of assessment of students' competences takes into account the types of classes that, according to the curriculum of the discipline, include lectures, seminars, practical classes, as well as the performance of independent work. Assessment of students' competences is based on a 100-point cumulative system. In accordance with the Provisional

Regulation "On the procedure for evaluating the learning outcomes of students on the cumulative scoring system" S. Kuznets, control measures include:

current control, which is carried out during the semester during lectures, practicals, seminars classes and is estimated by the amount of points scored;

module control, conducted in the form of a colloquium as an intermediate mini-exam at the initiative of the teacher, taking into account the current control for the relevant content module and aims at an integrated assessment of the student's learning results after learning the material from the logically completed part of the discipline - the content module;

final / semester control, conducted in the form of a semester test, according to the schedule of the educational process.

The procedure for ongoing assessment of students' knowledge. Assessment of student's knowledge during seminars, practical classes and individual tasks is carried out according to the following criteria:

The procedure for ongoing assessment of students' knowledge. Assessment of student's knowledge during seminars, practical classes and individual assignments is carried out according to the following criteria:

- the degree of assimilation of theoretical material using educational literature;
 - ability to combine theory with practice in considering production situations, solving problems, making calculations in the process of performing individual tasks
 - use of scientific style when performing written works and during speeches
 - the ability to justify and clearly express their opinion on a problematic issue
 - independence of work performance and literacy of material submission
- The final control of knowledge and competences of students in the discipline is based on the semester test the task of which is to test the student's understanding of the program material in general, logic and relationships between individual sections, the ability to creatively use the accumulated knowledge, the ability to formulate their attitude to a particular problem discipline, etc.

A student should be considered to have been certified if the total points obtained on the results of the semester are equal to or higher than 60.

The final grade of the course is calculated taking into account the points obtained during the exam and the points obtained during the current control of the cumulative system. The total score in semester points is: "60 or more points are counted", "59 and less points are not counted" and are recorded in the academic record "Achievement accounting".

Distribution of points by week

Content module topics			Lectures	Practical training	Homeworks	Seminar-discussion	Essay	Written test work	Presentation	Colloquium	Total
Content module 1	Topic 1	1 week	1,5	1,5					5		8
		2 week									
	Topic 2	3 week	1,5	2,5							4
		4 week									
	Topic 3	5 week	1,5		1,5	6		8			17
		6 week									
Topic 4,5	7 week	1,5	1,5					5		8	
	8 week										
Content module 2	Topic 6	9 week	1,5	1,5					5	10	18
		10 week									
	Topic 7	11 week	1,5	1,5				5	6		14
		12 week									
	Topic 8	13 week	3		1,5		3				7,5
		14 week									
	Topic 9	15 week	1,5	1,5					2		5
		16 week									
Topic 10	17 week	1,5	3					4	10	18,5	
Total			15	13	3	6	3	13	27	20	100

Rating scale: national and ECTS

Sum of points for all kinds of educational activity	Rating ECTS	Score on a national scale	
		for exam, course project (works), practice	for test
90 – 100	A	excellent	credited
82 – 89	B	good	
74 – 81	C		
64 – 73	D	satisfactorily	
60 – 63	E		
35 – 59	FX	unsatisfactorily	not credited
1 – 34	F		

5. Recommended literature

Basic

1. Introduction to Public Administration: Tutorial for General. ed. doc. econom. of Sciences, Professor Gavkalova N. L. - X.: ХНЕУ ім. С. Кузнеця, 2016. - 382 p.
2. L. Gordienko, Administrative management: a textbook / L. Yu. Gordienko, L. G. Shemaeva. - H.: View. KHNEU, 2006. - 212 p.
3. Construction of a quality management system in the activity of executive bodies of the region: monograph / M. V. Afanasyev, L. G. Shemaeva, L. Y. Avedyan and others. ; [for title ed. Cand. econom. Sciences, Associate Professor L. G. Shemaeva. - H.: View. KNEU, 2008. - 472 p.
4. Theoretical foundations and organizational mechanisms of civil service reform in Ukraine: monograph / N. L. Gavkalova, L. Y. Avedyan, L. Y. Gordienko and others. ; for the total. ed. doc. econom. of Sciences, Professor N. L. Gavkalova. - H.: View. KhNEU, 2012. - 328 p.

Additional

5. Dzvinchuk D. I. Methodical recommendations for conducting independent and individual work with students and students of the magistracy of specialty "Civil service" in the conditions of intensification of training / D. I. Dzvinchuk. - Ivano-Frankivsk: City of NV, 2007. - 92 p.
6. Dzhundyuk V. B. Effectiveness of Public Organizations: [monograph] / V. B. Dzhundyuk. - Kh.: Harri UADU Master's thesis, 2003. - 236 p.
7. The Constitution of Ukraine. - K.: Press of Ukraine, 1996. - 80 p.
8. O. B. Korotich, State Administration of Regional Development of Ukraine: [monograph] / AB Korotich. - Kh.: Harri Nadu Publishing House "Magister", 2006. - 220 p.
9. M. I. Lakhizha Modernization of Public Administration: Theoretical and Practical Aspects / M. I. Lakhizha. - Poltava: RVV START-UP, 2009. - 289 p.
10. Transition to Democracy in Central and Eastern Europe in a Comparative Perspective / Ed. A. Antoshevsky, R. Herbut; translation from polish. - Donetsk: Donbass Publishing House, 2001. - 302 p.

Information resources on the Internet

11. Personal learning systems course Introduction in Public Administration [Electronic resource]. - Access mode : <https://pns.hneu.edu.ua/enrol/index.php?id=2487>
12. Decentralization will increase the competitiveness of regions / Official Website of the Foundation for Effective Governance [Electronic resource]. - Access mode: http://en.debaty.org/cms/decentralizatia_main
13. The Concept of Public Administration Reform in Ukraine [Electronic resource]. - Access mode: http://www.prav.org.ua/files/administr/Koncrpciya_reform_pabl_admin_2.doc.
14. Korneeva T. Openness of the Ukrainian authorities as a systemic functional phenomenon in the field of management [Electronic resource] / T. Korneeva. - Access mode: <http://www.isu.org.ua>.
15. Portal of the state authority [Electronic resource]. - Access mode: <http://www.microsoft.com/rus/government/portal>.
16. On Local Self-Government in Ukraine: Law of Ukraine // Bulletin of the Verkhovna Rada of Ukraine. - 1997. - № 24. - P. 170.
17. On Local State Administrations: Law of Ukraine // Off. herald of Ukraine. - 1999. - № 18. - P. 190.