

TECHNICAL UNIVERSITY OF GABROVO
FACULTY OF ECONOMICS

Endorsed with Academic Council resolution
Record № 7 dated 24.04.2012

Approved by
Rector: /s/

QUALIFICATION REFERENCE

Degree course: **PUBLIC ADMINISTRATION**

Educational-qualification degree: **MASTER**

Field of higher education: **SOCIAL, ECONOMIC AND LEGAL SCIENCES /code 3./**

Professional trend: **ADMINISTRATION AND GOVERNANCE /code 3.7/**

Professional qualification: **MASTER OF PUBLIC ADMINISTRATION**

ANNOTATION

The degree course in Public Administration (PA) is intended to address the need of highly qualified administrative specialists in the state administration and the public sector. Its program is the outcome of a joint project, effected in 1995 between TU of Gabrovo and two other European universities: the Institute of Public Administration in Ludwigsburg, Germany and the Institute of Management and Public Administration “Thorbegacademy” in Leowarden, Holland. It also corresponds to present day tendencies in higher education and the processes inherent in the gradual integration with the structures of public administration within the European union.

VOCATIONAL PURPOSE

Holders of Master’s degree in public administration are prepared to work as highly qualified specialists in the system of state and local authority administration at all levels of its hierarchy as well as in NGOs and non-profit associations. They are supposed to operate as competent civil servants facilitating the government response to public needs and giving their contribution to the ongoing reforms in the ranks of public administration.

TRAINING REQUIREMENTS

Training in the Master’s degree course aims at in-depth preparation of students in the field of public administration which is consistent with the topical issues of its development through the application of good practices of European and Bulgarian institutes of higher learning. The syllabus of the degree course in Public administration is developed in conformity with the new requirements and tasks concerning the overall improvement of management of administration at every level of its structure.

Training of specialists in Public administration involves:

- managerial, legal and economic competencies;

- competence in electronic and information backup;
- competence related to procedures of decision making in the EC;
- project management competence;
- competence in business interaction and administrative professional conduct.

AREAS OF PROFESSIONAL REALIZATION

Graduates of the Master's degree course are prepared to work as executives or administrative leaders in:

- structures of state and local administration;
- structures of non-profit legal entities;
- agencies of joint and international organizations;
- positions of experts or consultants in projects related to administration.

Endorsed with Faculty Council resolution, Record № 4 dated 14.04.2012.

Department Chair: /s/

Dean: /s/

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CURRICULUM

Degree course: **PUBLIC ADMINISTRATION**
Academic degree: **MASTER**
Higher education area: **SOCIAL SCIENCES, ECONOMY AND LAW** /code 3./
Professional trend: **ADMINISTRATION AND MANAGEMENT** /code 3.7./
Professional qualification: **MASTER IN PUBLIC ADMINISTRATION**
Form of training: **FULL-TIME**
Duration of training: **2 /TWO/ SEMESTERS**

№	SUBJECTS TAUGHT	FORMS OF ASSESSMENT		COURSE-WORK	WORKLOAD IN NUMBER OF ACADEMIC HOURS				WEEKLY DISTRIBUTION L + SC + LC	TYPE OF SUBJECT	ECTS CREDITS T / C
		E – EXAMINATION CA – CONTINUOUS ASSESSMENT			LECTURES	SEM. CLASSES	LAB. CLASSES	TOTAL			
1	2	3	4	5	6	7	8	9	10	11	12
	First Semester										
1.	Institutional System of the Republic of Bulgaria	E			30	30	0	60	2+2+0	C	5/2.2
2.	European Law	E			30	15	0	45	2+1+0	C	4/1.8
3.	Administrative Integration in EU	E			30	30	0	60	2+2+0	C	5/2.2
4.	Project Management		CA		30	15	0	45	2+1+0	C	4/1.8
5.	Business Communication and Administrative Ethics		CA	CW	30	15	0	45	2+1+0	C	5/1.8
6.1	Financial Management in the Public Sphere	E		CW	30	15	0	45	2+1+0	E	5/1.8
6.2	Social Stratification										
7.	Course Project on Project Management		CA								2/0
8.	<i>Managerial Skills</i>	<i>(E)</i>			<i>(30)</i>	<i>(15)</i>	<i>(0)</i>	<i>(45)</i>	<i>(2+1+0)</i>	<i>(O)</i>	<i>(4/1.8)</i>
	first semester	4 E	3 CA	2 CW	180	120	0	300	12+8+0=20		30/11.6

1	2	3	4	5	6	7	8	9	10	11	12
	Second Semester										
9.	Intercultural Relations	E			32	8	0	40	4+1+0	C	3/1.6
10.1	Electronic Government	E			32	16	0	48	4+2+0	E	4/1.8
10.2	Lobbying and lobbyism										
11.1	Conflict management	E			32	8	0	40	4+1+0	E	3/1.6
11.2	Taxes and Taxation										
12.1	Political and Social Theories		CA		24	8	0	32	3+1+0	E	3/1
12.2	Public Sector Entrepreneurship										
13.	Labour Protection and Organization of Public Order	(E)			(24)	(8)	(0)	(32)	(3+1+0)	(O)	(3/1)
	Pre-graduation Apprenticeship										2/0
	State Examination										15
	second semester	3 E	1 CA		120	40	0	160	15+5+0=20		30/6
	Total for Master degree programme	7 E	4 CA	2 CW	300	160	0	460			60/17.6

ABBREVIATIONS USED

- C - compulsory subjects
- E - elective subjects
- O - optional subjects
- T – total number of credits
- C – credits from contact hours

SUBJECTS		WORKLOAD	
TYPE	NUMBER	HOURS	%
C	6	295	64
E	4	165	36
TOTAL:	10	460	100
Practical Training	Pre-graduation Apprenticeship – 60 h		
O	2	77	-

The curriculum was endorsed by the Faculty Board, Record No 7/24.04.2012

Department Chair: /s/

Dean: /s/