

# **COURSE SYLLABUS**

## **EU ADMINISTRATIVE SYSTEMS**

**Degree of higher education** first (bachelor)

**Specialty** 28 Public administration

**Educational program** 28 Public administration

**Course status** – compulsory.

**Instructor:** Tsalko T.R., Associate Professor of Management and Public Administration

### **1. Course description**

**Semester(s):** 5.

**Scope:** total number of hours – 90 including: lectures – 24 hours, laboratory/ practical/ seminar – 24 hours, independent work – 42 hours; number of ECTS credits – 3.

**Course objectives** – to form students' knowledge about the basics and patterns of public administration, organization and directions of state development in EU countries, to form a system of special knowledge of higher education students on determining priority areas of state development, as well as to achieve the formation of competencies: "Ability to learn and master modern knowledge", "Ability to preserve and multiply moral, cultural, scientific values and achievements of society based on understanding the history and patterns of development of the subject area, its place in the general system of knowledge about nature and society and development society, machinery and technology, use different types and forms of physical activity for active recreation and healthy living ", " Ability to identify, pose and solve problems. "

#### **Learning outcomes of the course:**

*know:* priorities of public administration development; know the history and experience of formation and development of public administration in the EU; know the structure and features of the functioning of public administration and administration; know the best domestic and foreign practices of public authorities;

*be able:* to analyze the experience of EU countries in administrative management at the level of administrative units; ability to diagnose the system of public administration through the use of socio-economic indicators of development of countries; ability to analyze, rationally and critically evaluate all systems of administrative management; ability to plan, form, evaluate the effectiveness of public policy measures to improve the level and quality of life of the population; be able to establish communication between citizens and public authorities and local governments;

*able to demonstrate:* ability to develop and implement measures for adaptation and implementation of best domestic and foreign practices of public administration bodies and organizations; ability to use methods of analysis and evaluation of sustainable development programs; use basic knowledge of historical, cultural, political, social, economic principles of society;

*solve independently:* issues of determining the priorities of society with the help of public administration and regulation tools in compliance with social justice; issues of social diagnostics through the use of socio-economic indicators of social development.

**Required educational components (prerequisites, co-requisites, post-requisites):** individual tasks: presentations, essays, exercises, questions for current, thematic, final controls.

**Course content:** Topic 1. Theoretical and methodological principles of administrative-territorial organization. Topic 2. Classification of countries by form of government. Forms of administrative-territorial organization. Topic 3. General characteristics of the administrative-territorial structure of the European Union. Topic 4. The experience of reforming the administrative-territorial system in the European Unionname).

**Forms of final control:** exam (semester 5).

**Tools for diagnosing learning success:** individual tasks, namely: presentations, essays, calculation works, exercises, tasks, tests, etc., questions for current/thematic/final control.

**Language of instruction:** Ukrainian, English.

## 2. Assessment

### Distribution of points received by applicants for higher education

Ongoing assessment and independent work				Exam	Total
T1	T2	T3	T4		
15	15	15	45	10	100

### Distribution of points in the course

Activities evaluated in points	T1	T2	T3	T4	Total
Speech at the seminar/execution	5	5	5	5	20
Esse	40				40
Presentations	10	10	10		30
Exem	10				10
<b>Total</b>					<b>100</b>

### Exam evaluation criteria

The exam is conducted in the form of testing in a modular environment. 10 questions for 1 point for each question. The database of test questions includes questions on each topic of the discipline with an even distribution. Points are calculated automatically. The student has 2 attempts of 20 minutes each.

### Compliance with the scales for assessing the quality of learning material

Score on the national scale	Points	Assessment on the ECTS scale	Definition
<b>excellent / passed</b>	90-100	<b>A</b>	<b>Excellent</b> (outstanding performance without errors)
<b>good / passed</b>	82-89	<b>B</b>	<b>Very good</b> (above the average standard but with minor errors)
	74-81	<b>C</b>	<b>Good</b> (generally sound work with some errors)
<b>satisfactory / passed</b>	64-73	<b>D</b>	<b>Satisfactory</b> (fair but with significant shortcomings)
	60-63	<b>E</b>	<b>Fair</b> (performance meets the minimum criteria)
<b>unsatisfactory / failed</b>	35-59	<b>FX</b>	<b>Fail</b> (some more work required before the credit can be awarded)
	0-34	<b>F</b>	<b>Fail</b> (considerable further work is required)

### **3. Course policy:**

3.1 Mandatory observance of academic integrity by higher education students, namely:

- independent performance of all activities, tasks, forms of control provided by the working program of this course;
- references to the sources of information if ideas, developments, statements, information are used;
- compliance with the legislation on copyright and related rights;
- providing reliable information about the results of their own educational (scientific, creative) activities, used research methods and sources of information.

3.2. Recognition of learning outcomes obtained in non-formal education, if they correspond to the program learning outcomes, in the amount of 10 points, is allowed. Applicant for higher education applies with a statement, which is accompanied by documents, confirming the results of studies (diplomas, certificates, educational programs, etc.). In case of enrollment of a separate content module / modules of the discipline, the applicant is released from performing of the relevant tasks, receiving the maximum score for them in accordance with the rating system of evaluation of this discipline.

3.3. Obtaining a minimum grade in the discipline is possible in case that the practical / laboratory works are performed in full and all types of control on each topic are completed.

3.4. In case of late performance of works (without good reasons) the assessment for the relevant type of works

is reduced by one point for each overdue academic week, but not more than the maximum number of points for this work.

3.5. Postponement of delivery/retaking:

- for good reasons (sick leave, academic mobility, etc.) is possible without reducing the maximum score for works in case of prior notice of the reason for the delay (confirmed by the relevant document (certificate)) and deadline for postponement the delivery of work to the instructor personally or through the head of the group;
- without good reasons the work is evaluated with a decrease in the maximum score and the grade in the discipline can not be higher than "satisfactory".

3.6. In case of detection of manifestations of academic dishonesty, plagiarism, the student is obliged to perform the task again in compliance with the established requirements and with a decrease in the maximum score.

3.7. Missed classes are subject to practice individually or by a group of students on the application and on terms, agreed with the teacher.

3.8. Assessment appeal is made on the application of the applicant by forming a commission of three persons from the lecturers of the department and the mandatory presence of the head of the department, which accepts and evaluates the work of the applicant, a grade for which the applicant appeals.