

COURSE SYLLABUS

MUNICIPAL ADMINISTRATION

Degree of higher education first (bachelor)

Specialty 28 Public administration

Educational program 28 Public administration

Course status – compulsory.

Instructor(s) of the Department of Management and Public Administration: Tsalko T. R. , Associate Professor

1. Course description

Semester(s): 7

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 – The purpose of the course is to form students' knowledge of the basics and patterns of municipal governance, organization and exercise of state power as a practical tool for solving regional problems, as well as the formation of competencies: Ability to learn and master modern knowledge, Ability to be critical and self-critical. actions in a new situation, interpersonal skills.

Learning outcomes of the course:

know: the concept of municipal government; principles, paradigms, laws, patterns of foundations of public administration at the municipal level; factors influencing management decisions by the municipal executive; system and structure of municipal administration of Ukraine; 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: identification of features of the system of executive, legislative and judicial system in Ukraine and the world; to assess the system of municipal government of Ukraine in the geospatial aspect; determination of the optimal ratio of local self-government and public administration; determining the capacity of territorial communities; be able to adjust professional activities in case of change of initial conditions, be able to develop and implement measures for adaptation and implementation of best domestic and foreign practices of public administration; use modern methods of scientific knowledge and carry out research in the field of public administration;

able to demonstrate: ability to apply the methods of regional municipal government; to determine the directions of development of municipal administration in Ukraine; be able to establish communication between citizens and public authorities and local governments; apply quality control methods in the field of professional activity;

solve independently: to determine regional directions and features of strategy of development of system of municipal management of Ukraine; determine the optimal set of functions of local self-government; critically comprehend problems and solve complex problems in the field of public administration.

Required educational components (prerequisites, co-requisites, post-requisites): economic theory, macroeconomics, budget system, theory of public administration, public administration, strategic planning of the country's development, EU administrative systems.

Course content: Topic 1. The concept of municipal government and municipal government Topic 2. The system of local government, its elemental characteristics. Topic 3. Legal principles of local self-government. Topic 4. Organizational basis of local self-government and decentralization. Topic 5. Territorial basis of local self-government. Topic 6. Interaction of local governments and local state administrations in the context of decentralization of power. Topic 7. Social mobilization and effective self-government. Topic 8. Municipal financial management.

Forms of final control: exam (semester 7).

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

Language of instruction: Ukrainian, English.

2. Assessment

Distribution of points received by applicants for higher education

Credit

Ongoing assessment and independent work								Exam	Total
T1	T2	T3	T4	T5	T6	T7	T8		
10	10	10	10	10	10	10	20	10	100

Distribution of points in the course

Activities evaluated in points	T1	T2	T3	T4	T5	T6	T7	T8	Total
Speech at the seminar/execution	5	5	5	5	5	5	5	5	40
Esse								10	10
Presentations	5	5	5	5	5	5	5	5	40
Exam								10	10
Total									100

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.

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.