



Public Administration

Syllabus

ВОК 1.10

PADM-211

Quarter/Year: Spring/2022

ECTS Credits: 6

Instructor: Sergiy Panasyuk, PhD

US Credits: 3

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Prerequisites: none

Course Description

The course will provide an overview of the basics of Ukrainian public administration with comparative analysis and will be focused on modern government relations between local, regional and state levels. This course is an opportunity for students to familiarize with the basic principles, concerns, and methods of public administration. Also, comparative analysis with the USA, Germany and France public authority structures will give a basic overview of modern state structures and public administration in the World. Also, students will learn the basics of government internal relations and public services.

Course Outcomes

PH1. Responsibly treat professional self-improvement, realizing the need for lifelong learning, show tolerance and readiness for innovative changes.

PH4. Systematize and streamline the information received on the processes and phenomena in the world economy; evaluate and explain the influence of endogenous and exogenous factors on them; formulate conclusions and develop recommendations, considering the peculiarities of the national and international environment.

PH5. Possess the skills of introspection (self-control), be understandable for representatives of other business cultures and professional groups of different levels (with specialists from other fields of knowledge / activities) on the basis of appreciating diversity, multiculturalism, tolerance and respect for them.

PH6. Plan, organize, motivate, evaluate and increase the effectiveness of teamwork, conduct research in a group under the leadership of a leader, taking into account today's requirements and features in a limited time.

PH8. Understand, highlight and describe new phenomena, processes and trends of global development, mechanisms and tools for the implementation of economic policy and world integration / disintegration processes, including Euro-Atlantic integration.

PH15. Determine the functional features, nature, level and degree of interconnections between subjects of international economic relations of different levels and establish communications between them.

PH16. Demonstrate knowledge about the state of research in international economic relations and the world economy in an interdisciplinary combination with political, legal, natural sciences.

PH17. Determine the reasons, types and nature of international conflicts and disputes, justify and apply economic, legal and diplomatic methods and means of their solution at the international level, defending the national interests of Ukraine.

PH19. Understand and apply current legislation, international regulations and agreements, reference materials, current standards and specifications, etc. in the field of international economic relations.

PH20. Defend the national interests of Ukraine, taking into account the security component of international economic relations.

PH21. Understand and have the skills to maintain business protocol and business etiquette in the field of international economic relations, taking into account the peculiarities of intercultural communication at the professional and social levels, both state and foreign languages.

PH22. Apply appropriate methods, rules and principles of functioning of international economic relations for the development of foreign economic activity of Ukraine.

PH23. Recognize the need for lifelong learning in order to maintain a high level of professional competence.

Competencies

3K1. Ability to realize their rights and responsibilities as a member of society, to understand the values of civil (free democratic) society and the need for its sustainable development, the rule of law, human and civil rights and freedoms in Ukraine.

3K 3. Ability to learn and be modernly trained.

CK 9. Ability to diagnose the state of research in international economic relations and the world economy in an interdisciplinary combination with political, legal, natural sciences.

CK 10. Ability to justify the use of legal, economic and diplomatic methods (instruments) for resolving conflict situations at the international level.

CK 12. Ability to use regulatory documents and reference materials in the implementation of professional activities in the field of international economic relations

Internationality: The international aspect of the course includes

- Structure of local, regional, and state authorities in the USA, UK, German, France etc.
- Comparative analysis between governments powers and responsibilities of the USA, UK, German, France and Ukraine
- International government organizations
- International administrative and law standards

Communications

For individual issues, students should contact the professor **ONLY** by given e-mail or by Moodle. In the Subject line they should put: UACUFirstNameLastName. E-mail messages will normally be answered within 24 hours.

Note! Only emails sent from the student's corporate email address will be answered.

Student Responsibilities

Time Commitment

The study of technical courses is cumulative (i.e., an understanding of earlier material is necessary to grasp concepts covered later). Past experience has shown a high correlation between procrastination and low grades. Students must be committed to completing tasks on time.

Technical Aspects

The student is obliged to provide himself/herself with all the necessary technical equipment for the educational process (laptop or computer, webcam, headsets or headphones and microphone), as well as access to the Internet.

Only students signed-in with their own first and last name are allowed into video lectures in Zoom.

Grading Policy

The course is based on mastery of course outcomes. Student grades for this course will be calculated based on performance.

Note: the minimal grade to pass a subject is 60%.

Graduate Grading Guidelines

The assignment of a letter grade for a course is an indication of the student's overall success in achieving the learning outcomes for the course. The course letter grade may be viewed as a summary statement of the student's achievement in individual assessments (assignments & activities). These assessments are intended to identify for students their strengths as well as those areas in need of improvement. Student work is assessed according to the guidelines below.

Course-level Grading guidelines:

Grade	ECTS Grade	International Grade
90% - 100%	A	5 (Excellent)
83% - 89%	B	4 (Very Good)
75% - 82%	C	4 (Good)
70% - 74%	D	3 (Good)
60% - 69%	E	3 (Acceptable)
35% - 59%	FX	Not acceptable, possible repetition of course

Criteria for grading:

ECTS grade	Requirements for the student
A	The student demonstrated a comprehensive systemic and in-depth knowledge of program material; processed basic and additional literature; obtained a solid grasp of the conceptual apparatus, methods, techniques and tools provided by the program; found creative abilities in the presentation of the educational program material both on this issue and on related modules of the course and related courses, or the student had a current control of 90-100 points
B	The student demonstrated good knowledge of program material;
C	processed the basic literature, mastered the conceptual apparatus, methods, techniques and tools provided by the program, but with some inaccuracies
D	The student showed mediocre knowledge of the core program
E	material; learned information mainly from a lecture course or just one textbook; mastered only certain methods, techniques and tools provided by the program
FX	The student has significant gaps in knowledge of the main program material; fragmentary mastered the basic concepts, techniques and tools; significant mistakes are made when using them

Maximum total possible points – 100 points incl. (Midterm and Final exam are 60% of overall evaluation, where Midterm – 20% and Final – 40%)

Test / Assignment / Project – 40 points (several times during the course)

Midterm exam – 20 points

Final exam – 40 points

Student Workload

It is assumed that for each out of 17 class sessions a student spends about 10.5 academic hours of work. This includes 3.5 academic hours of lectures with the instructor and 7 academic hours of personal work. Personal work includes creation a country, election of officials and governmental bodies, preparation for discussions and presentations.

Please pay attention that 1 academic hour equals to 40 minutes.

Assignment Format

- All work should be shown in time. If the student misses the deadline – the task is failed.
- Midterm covered topics from previous lectures (weeks 1-7). It included multiple choice questions and cases (essays) and took about 1.5 hours.
- The Final exam covered all course material and included multiple choice questions and cases (essays). It lasts for 1.5 hours. Admission to the Final exam is possible only if all the tasks of the curriculum are covered.

- After the Midterm and Final is graded a student has access to the grade only. Access to the attempt, corrects answers and information whether the answer is correct cannot be granted.

Academic dishonesty

· Academic integrity is submitting one's own work and properly acknowledging the contributions of others. Forms of academic dishonesty include:

1. Plagiarism – submitting all or part of another's work as one's own in an academic exercise such as an examination, a computer program, or written assignment.
2. Cheating – using or attempting to use unauthorized materials on an examination or assignment, such as using unauthorized texts or notes or improperly obtaining (or attempting to obtain) copies of an examination or answers to an examination.
3. Facilitating Academic Dishonesty – helping another commit an act of dishonesty, such as substituting for an examination or completing an assignment for someone else.
4. Fabrication – altering or transmitting, without authorization, academic information or records.

Any violation of these rules constitutes academic dishonesty and is liable to result in a failing grade and disciplinary action. In case of any academic dishonesty a student is not allowed to continue or retake the assessment activity and for the Final the unsatisfactory grade (“0”) is assigned for the course total. Cases of the academic dishonesty are not considered by the Academic Council.

Midterm and Final are valid only if they are taken on-campus (room defined by the dean's office) and on UACU's computer/laptop or online on the student's computer/laptop using Zoom and other conditions defined by the dean's office to avoid the cases of academic dishonesty. Students who will not meet this requirement will be expelled from the course with grade “0”.

In case of missed Midterm or Final exam (for a valid reason like sickness or an emergency) a request to repeat the exam is possible. Permit to repeat a midterm or final exam is done through a letter to the dean's office with request and approval of subject lecturer.

Submission or retaking of any assessment activities after deadlines are forbidden.

Submission & Return Policy

Assignments must be submitted to the professor on or before the due date indicated in the Course Schedule. The assignments submitted after the due dates receive zero points.

**** NO MAKE –UP QUIZZES AND EXAMS ****

Schedule

Lecture #	Research Projects	Assignments Due	Points
Lecture 1	1. Introduction States appearing. Social agreement. The	Project Lecture	2

	source and the essence of a public authority. Public representatives. Basics of a State structure. Types of States. Principles of elections.	Discussion Testing	
Lecture 2	2. State administration (legislative branch) Parliament of Ukraine: structure, powers and relations with other branches. Ukrainian MPs. Lawmaking process. Comparative analysis between Ukraine, the USA, UK, France and Germany.	Project Lecture Discussion Testing	2 2
Lecture 3	3. President/Head of a State President of Ukraine: elections, status, powers and relations with governmental branches. Comparative analysis between Ukraine, the USA, UK, France and Germany.	Project Lecture Discussion Testing	2 2
Lecture 4	4. State administration (executive branch) Cabinet of Ministers of Ukraine: structure, powers and relations with other branches. Ukrainian ministers and ministries. Appointing. Comparative analysis between Ukraine, the USA, UK, France and Germany.	Project Lecture Discussion Testing	2 2
Lecture 5	5. State administration (judicial branch) Ukrainian courts system: structure, powers and relations with other branches. Ukrainian judges: appointing and status. Comparative analysis between Ukraine, the USA, UK, France and Germany. Constitutional Courts and similar bodies.	Project Lecture Discussion Testing	2 2
Lecture 6	6. Local and regional authorities Local representatives and state administrations: powers and competition Right on local self-government. European Charter of Local Self-Government. Comparative analysis between Ukraine, the USA, UK, France and Germany	Project Lecture Discussion Testing	2 2
Lecture 7	7. State and local authorities in international relations International organizations: the UN, the CoE, the EU, the NATO, etc. Transboundary Cooperation.	Project Lecture Discussion Testing	2
Lecture 8	Midterm (8 th class) 20% out of total amount of points for the course		20
Lecture 9	8. Human and citizen rights in public administration Right to elect and to be elected; right on free	Project Lecture Discussion	2

	and democratic elections; right on quality services; etc.	Testing	
Lecture 10	9. Public services and public administration reforms State and local services. Municipal reform. Administrative reform.	Project Lecture Discussion Testing	2
Lecture 11	10. Global warming processes The participation of national and local authorities in action against climate changing	Project Lecture Discussion Testing	2
Lecture 12	11. Influence of Public Administration on international business and markets The participation of national and local authorities in international business and markets	Project Lecture Discussion Testing	2
Lecture 13	12. Experimental lecture #1. The topic will be discussed and proposed by students/groups	Project Lecture Discussion Testing	2
Lecture 14	13. Experimental lecture #2. The topic will be discussed and proposed by students/groups	Project Lecture Discussion Testing	2
Lecture 15	14. Experimental lecture #3. The topic will be discussed and proposed by students/groups	Project Lecture Discussion Testing	2
Lecture 16	15. Final lecture, repeating and discussion all course, conclusions	Project Lecture Discussion Testing	2
Lecture 17	Final (17 th class) 40% out of total amount of points for the course		40

Recommended Materials

1. Dictionary.com, available at <http://www.dictionary.com>
2. Cambridge Dictionary, available at <https://dictionary.cambridge.org>
3. Oxford Dictionaries, available at <https://www.oxforddictionaries.com>
4. The Ukrainian Government (the official website), available at <https://www.kmu.gov.ua/en>
5. The Ukrainian Constitution, available at <http://www.ccu.gov.ua/en/kategoriya/legal-documents>
6. The Ukrainian President (the official website), available at <http://www.president.gov.ua/en>
7. The Parliament of Ukraine (the official website), available at <http://portal.rada.gov.ua/en>
8. The USA Government (the official website), available at <https://www.usa.gov>

9. The USA Constitution, available at https://www.senate.gov/civics/constitution_item/constitution.htm
10. The USA President (the official website), available at <https://www.whitehouse.gov>
11. The USA Senate (the official website), available at <https://www.senate.gov>
12. The USA House of Representatives (the official website), available at <https://www.house.gov>
13. The Supreme Court of the USA (the official website), available at <https://www.supremecourt.gov>
14. The UK Government (the official website), available at <https://www.gov.uk>
15. The UK legislation (the official website), available at <http://www.legislation.gov.uk>
16. The UK Parliament (the official website), available at <https://www.parliament.uk>
17. Her Majesty the Queen (the official website), available at <https://www.royal.uk/her-majesty-the-queen>
18. Courts and Tribunals Judiciary of The UK (the official website), available at <https://www.judiciary.gov.uk/about-the-judiciary/>
19. The German Government (the official website), available at <https://www.bundesregierung.de/breg-en>
20. The German Constitution, available at <https://www.bundesregierung.de/breg-en/chancellor/basic-law-470510>
21. The President of Germany (the official website), available at http://www.bundespraesident.de/EN/Home/home_node.html
22. The French Government (the official website), available at <https://www.gouvernement.fr/en/news>
23. The French Constitution, available at https://www.conseil-constitutionnel.fr/sites/default/files/as/root/bank_mm/anglais/constiution_anglais_oct2009.pdf
24. The President of France (the official website), available at <https://www.elysee.fr/en/emmanuel-macron>
25. The Congress of [Local and Regional Authorities](#) (the official website), available at <https://www.coe.int/en/web/congress/home>
26. The Council of Europe (the official website), available at <https://www.coe.int/en/>
27. The United Nations (the official website), available at www.un.org/
28. The European Union (the official website), available at https://europa.eu/european-union/index_en
29. NATO (the official website), available at <https://www.nato.int>

** The above schedule and procedures are subject to change in the event of extenuating circumstances.*

Протокол засідання кафедр № 1 від 22.01.2022 року

Проректор з навчально-методичної роботи



Л.І.Кондратенко

Завідувач кафедри



Г.А.Бевзо

Викладач



С.А.Панасюк