

### **Profile of the Academic Discipline: *Public Administration***

State and municipal (**public**) administration as an academic field includes studies of organizations, administrative procedures and management processes necessary for formulating and implementing state and municipal policies, as well as developing measures to improve those.

**The objects of study** refer to public institutions, state authorities and municipalities, other state and municipal enterprises, agencies and other public sector organizations, as well as interstate organizations and NGOs, including their authorities, functions and services.

The subject of the given academic field refers to administrative systems and procedures, management processes, institutions and relations arising when solutions relating to public administration are being prepared, approved, implemented, and overseen, as well as methodological principles, methods, tools and technologies for public administration.

Learners are expected to study the following topics within the given academic field:

- international, national, regional, local public administration systems;
- organization and implementation of industry, sectoral, special (territorial) and social policies, strategies, projects, and programmes;
- administrative processes and procedures;
- interactions of public administration subjects relating to their administrative and executive capacities, as well as their interaction with civil society;
- informational implications and digital technologies for public administration;
- legal, HR, financial, economic issues relating to public administration and providing it with resources.

Under the academic discipline, the following fields of study are included: “Public Administration”, including analysis of structural and staffing issues, the administrative aspects of functioning of state bodies, study of public and municipal service; “Public Policy”, including analysis of public sector branches, sector programmes and policies, as well as regional and urban planning; “Public Affairs”, including interaction between the state and citizens, as well as state-civil administration.

This academic field employs the following methods based on the principles of verification (e.g., use of observations, data, models, etc.), critical analysis of actual administration processes

and situations, and a systemic approach (clear definition of theoretical basis and system-logical procedures that form the basis for drawing conclusions), as well as methods aimed at delivering results in the form of projects, thereby contributing to the improvement of the public administration practices.

Descriptive (narrative) research works that do not use research methods and that go beyond the field of study will not be accepted for the defence.

### **Fields of Research:**

#### **1. Theory and methods for the study of public administration**

- 1.1. Leading administrative paradigms and theories of public administration.
- 1.2. Research methods in public administration.
- 1.3. History of theories of public administration.
- 1.4. Comparative analysis of public administration systems.
- 1.5. Relevance of public administration theory and practice.
- 1.6. Methodological aspects of quality indexes and indicators for the purposes of public administration.
- 1.7. Education and research in public administration.
- 1.8. Use of qualitative methods in empirical analysis, modelling of behaviour and interplay of actors in public administration, quantitative analysis of public administration processes.
- 1.9. Formal and informal institutions of public administration.
- 1.10. Common values and state governance.

#### **2. Powers and functions of state and municipal authorities. Services of executive bodies.**

- 2.1. Structure and scope of authority, functions and services of state and municipal authorities.
- 2.2. Outsourcing in public administration systems.
- 2.3. Distribution of powers across various levels of executive bodies.
- 2.4. Organization and technologies for services on the part of executive authorities.

#### **3. Planning, decision-making and performance management**

- 3.1. Theory and practice of strategic planning at the supranational, national, regional and local levels of public administration.

3.2. Programme and project approaches in public administration. Government programmes, projects and policies, mechanisms for the formation, implementation and evaluation of performance.

3.3. Performance management in the public and municipal economic sectors.

3.4. Public administration in the field of national security.

3.5. Efficiency indicators and result-focus in the programme and project management system, their use for the purposes of evaluation, budgeting and incentivizing in public administration.

3.6. Methods for evaluating the effectiveness of government programmes, projects, and policies.

3.7. Methods and procedures for preparing, adopting, implementing, as well as evaluating the effectiveness of the state government and administrative decision-making.

#### **4. Regulation**

4.1. Government regulation, regulatory impact and its assessment.

4.2. Methods for assessing the effects of regulation.

4.3. Technical regulation.

4.4. Licensing and accreditation of the activities.

4.5. Management in the fields of monitoring and oversight.

4.6. The role of business associations in the interaction between business and the state.

#### **5. Public and municipal service, HR management of public organizations**

5.1. Theory and history of public and municipal service, bureaucracy. Comparative cross-country analysis of public service models.

5.2. System of public and municipal service, state and municipal service management.

5.3. Human resource management in the public sector. State and municipal service staff, government institutional staff.

5.4. Profile and reputation of state and municipal service.

5.5. Service efficiency and overall performance in public administration.

5.6. Effective contract with a public official, motivation in state and municipal service, remuneration.

5.7. Development of human capital in public administration.

5.8. Professional competence of state and municipal officers.

#### **6. Ethical infrastructure of public administration, deontology, anti-corruption**

- 6.1. Position and role of professional ethics in contemporary theories and models of public administration. Deontology.
- 6.2. Ethical motivation, motivation for public service.
- 6.3. Ethical public administration infrastructure. Value regulation of the behaviour of public officials and prevention of violations.
- 6.4. Ethical codes, their specific aspects, differences with legal acts. Comparative cross-country analysis of ethical codes.
- 6.5. Ethics and corruption.
- 6.6. Conflict of interest and administrative anti-corruption procedures.
- 6.7. Leadership for cultivation of professional ethical behaviour. Category and value of official reputation.
- 6.8. Anti-corruption programmes and campaigns.
- 6.9. Global and foreign anti-corruption practices.

## **7. Development and implementation of industry policies, management of public sector organizations**

- 7.1. Theories and practice of the development, implementation and evaluation of performance programmes and policies in state and municipal government.
- 7.2. Industry policies - development methods, implementation mechanisms, and assessment tools.
- 7.3. Public administration in healthcare, education, culture, the science, etc.
- 7.4. Resource management, including finances, in the system of the public administration.
- 7.5. Management of social insurance systems, including pension insurance, compulsory medical insurance, etc. Management and stimulation of innovative development.
- 7.6. Management of public sector organizations.
- 7.7. Human resources management for public sector organizations.
- 7.8. Financial management in industries and organizations of the public sphere.

## **8. Spatial development, regional and municipal administration**

- 8.1. Social-economic and spatial development management of cities, agglomerations and regions.
- 8.2. Sustainable regional and urban development.
- 8.3. Mechanisms for interregional and inter-municipal (including cross-border) cooperation.

8.4. Local self-government and municipal government. Goals and objectives, mechanisms, procedures, efficiency.

8.5. Regional and territorial aspects of public administration and public policy, local administration practices.

8.6. Infrastructural development of regions and cities, transportation planning.

8.7. Housing and public utilities management.

## **9. State property management, government procurement, public-private partnership.**

9.1. Management of state and municipal property.

9.2. Organization and management of procurement in the public sector.

9.3. Public-private partnership models, organization and performance evaluation of public-private partnership projects, the role of the government in their implementation.

## **10. Interrelation between state and civil society**

10.1. Interrelation between state and civil society in various administrative paradigms and theories of public administration.

10.2. Co-production and public participation mechanisms.

10.3. Forms and methods of interactions between state and the third-sector organizations. State support for NGOs, charity, philanthropy and sponsorship.

10.4. Management in the third-sector organizations.

10.5. Openness and transparency in public administration, approaches to their enhancement. Open government – goals and objectives, functioning, performance evaluation. Mechanisms for expert representation.

10.6. Civil participation in the public administration system – forms and methods.

10.7. Information structure behind interactions between state and civil society. Information and communication environment of the public administration, the role of PR activities in the public administration.

10.8. Cultural and regional special features that define administrative mechanisms, traditions and approaches to interactions between the state and civil society.

## **11. Digitalization in public administration**

11.1. Digitalization policy and digital public administration.

11.2. Public administration in an information society.

11.3. E-government and areas for its development, e-government services maturity assessment.

11.4. Electronic services and current trends in electronic services enhancement.

11.5. Big Data and its application in the decision-making within public administration systems.

11.6. Platform solutions, their administrative, managerial charge and practice.

11.7. Electronic document and document flow.

## **12. Financial management in public administration**

12.1. Financial management and administration in public finance.

12.2. Methods for results-oriented budgeting.

12.3. Financial administration in public sector organizations.

12.4. Public administration issues arising as the result of inter-budgetary relations.