

Profile of Academic Discipline "Public Administration"

State and municipal (**public**) administration as an academic field includes studies of organizations, administrative procedures and management processes necessary to make and implement state and municipal policies as well as the development of measures for their improvement.

The study objects 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 at the moment 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 and sector policies, as well as 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, staffing, financial, economic issues relating to public administration and provision of it with resources.

This academic field comprises studies in the following areas: "Public Administration", including analysis of structural and staffing issues, administrative aspects of state bodies' functions and operations, the study of public and municipal service; "Public Policy", including analysis of state-financed sectors, programmes and sector policies, as well as regional and urban development; "Public Affairs", including interaction between the state and citizens, and state-civil administration.

This academic field employs methods based on the principles of verification (use of observations, data, models), critical analysis of real-life administrative processes and situations

(case-studies), system approach (clear definition of the theoretical basis and system/logical procedures for drawing conclusions thereupon), as well as methods including the delivery of research findings in the form of projects and thereby contributing to the improvement of the public administration practices.

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

Areas 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 development for the purposes of public administration.
- 1.7. Education and research in public administration.
- 1.8. The use of qualitative methods in empirical analysis, modelling of behaviour and interactions of actors in public administration, quantitative analysis of public administration processes.
- 1.9. Official and informal public administration institutions.

2. Powers and functions of state and municipal authorities, and services of executive bodies.

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

3. Planning, programming and performance management

- 3.1. Strategic planning: theory and practice at the supranational, national, regional and local levels of public administration.

3.2. Programme-based and project-focused approach in public administration. Government programmes, projects and policies, mechanisms for formation, implementation and evaluation of performance.

3.3. Performance management in the public and municipal sectors of the economy.

3.4. Public administration in the field of national security.

3.5. Efficiency indicators and result-orientedness 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, policies.

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 field of monitoring and oversight.

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

5. Public and municipal service, HR management of public organisations

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 public administration: history, human capital assessment. State and municipal service personnel, government organisations personnel.

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, corruption control

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 behaviour of public officers and violation prevention.
- 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.
- 6.9. International and foreign anti-corruption practices.

7. Development and implementation of industry policies, management of public sector organisations

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

8. Spatial development, regional and municipal administration

- 8.1. Management of socio-economic and spatial development of cities, agglomerations and regions.
- 8.2. Sustainable regions and cities.
- 8.3. Mechanisms for interregional and intermunicipal (including cross-border) cooperation.
- 8.4. Local government and municipal government. Goals and objectives, mechanisms, procedures and efficiency.
- 8.5. Land use systems.
- 8.6. Infrastructural development of regions and cities; transport systems.
- 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. Interaction between the state and NGOs and civil society

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

10.2. Co-production and public participation mechanisms.

10.3. Non-profit partnerships with NGOs. Forms and methods of government support for non-profit organizations; socially oriented NGOs.

10.4. State support for charity, philanthropy and sponsorship.

10.5. Openness and transparency of public administration, their enhancement.

10.6. Open government – goals and objectives, functioning, performance evaluation. Mechanisms for expert representation.

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

10.8. Information structure behind interactions between the state and civil society.

10.9. Cultural and regional special features that define administrative mechanisms, traditions and ways of interaction between the state and civil society.

11. Information technology in public administration

11.1. Public administration in the information society.

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

11.3. Electronic services, current trends in electronic services improvement.

11.4. Big data, its application for the purposes of decision-making within public administration system.

11.5. Platform solutions, their administrative and managerial charge and implementation practice.

11.6. 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 in the course of interbudgetary relations.