

Faculty of International Economics and Administration
Department: Administration and Management
Professional area: Administration and Management
Major: Public Administration and Management – European Administration
Educational-and-qualification Degree: Master

COURSE DESCRIPTION

1. Course unit title: International Administrative Protocol
2. Course unit code: ADM 1033
3. Type of course unit: optional
4. Level of course unit: Master
- 5 Year of study: first
6. Semester: second
7. Number of ECTS credits allocated: 3
8. Name of lecturer: Assoc. Prof. Polyana Katsamunska, PhD
9. Learning outcomes of the course unit: as a result of the course postgraduates should acquire knowledge about the protocol not only as a set of rules for communication and behavior necessary to public officials, but also as a system of signs, loaded with a secondary meaning and evolutionary values, a form of language and a tool for sending messages, often expressed and nonverbally. The course helps postgraduates to acquire skills and knowledge of “protocol niceties” and key label elements required by the employees in the state administration.
10. Mode of delivery: face-to-face
11. Prerequisites and co-requisites: none
12. Course contents: the subject matter is structured in the following modules: Protocol activity in public administration; the relation protocol – negotiation-communication. The course contributes to the understanding and active implementation of the rules of the protocol.
13. Recommended or required reading:
 - 1) Закон за държавния протокол, ДВ, бр.32 от 18.4.2000.
 - 2) Наръчник по протоколно обслужване на дейността на общините; изд. Национална асоциация на секретарите на общини в Република България, Габрово, 2000.
 - 3) Павлов, П.; Кацамунска, П. Въведение в административния протокол, ВСУ, изд.Албатрос, Варна 2008.
 - 4) Павлов, П.; Кацамунска, П, Калагларски, Г., Държавният служител - делови вид и комуникации,Атлантис – ГК, С.,2000.
14. Planned learning activities and teaching methods: lectures and discussions
15. Assessment methods and criteria: written and oral exam
16. Language of instruction: Bulgarian
17. Work placement(s): none