

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: **State Power and State Administration**
2. Course unit code: ADM3011
3. Type of course unit: equational
4. Level of course unit: Master
5. Year of study: second
6. Semester: third
7. Number of ECTS credits allocated: 6
8. Name of lecturer: Assoc. Prof. Svetla Mihaleva PhD
9. Learning outcomes of the course unit: Students acquire *knowledge of*: the system of state bodies in the Republic of Bulgaria and the assisting administration; the main European institutions and their administrations; the instruments for quality management in administrative work. Students develop *skills to*: recognize the range of activities through which the function ‘assisting the powers of a state power body’ is realized; analyse the main principles of euro integration, the competences between institution and administration; define the skills and competences necessary for administration employees in order to fulfill their responsibilities.
10. Mode of delivery: face-to-face
11. Prerequisites and co-requisites: Students need to have knowledge of constitutional law, human resource management, local self-governance and regional development etc.
12. Course contents: The course aims at providing students with knowledge of the structure and functions of state administration and the specifics of the work of the different powers. Approaches to solving various problems related to the functioning of administration are offered.
13. Recommended or required reading:
 - Конституция на Р.България;
 - Закон за администрацията, 1998, посл.акт 2011;
 - Закон за държавния служител, 1998, посл.акт 2011;
 - Павлов, П., С. Михалева. Държавна власт и държавна администрация. УИ на ВСУ «Ч. Храбър», 2008.
 - Михалева, С. Администрация на институциите на Европейския съюз. УИ на ВСУ «Ч. Храбър», 2008.
 - Михалева, С. Инструменти за управление на качеството на административната дейност. УИ на ВСУ «Ч. Храбър», 2007.
 - Михалева, С. Концепцията «Електронно правителство» – инструмент за повишаване на качеството на административната дейност, Авангард-Прима, С., 2008.
 - Михалева, С. Ръководство за семинарни упражнения. Основи на публичната администрация. Държавна власт и държавна администрация. Стратегическо управление в публичната сфера. УИ на ВСУ «Ч. Храбър», 2008.

- Павлов, П. Държавното управление и администрацията в европейски контекст. Ориентири за трансформация. УИ на ВСУ «Ч. Храбър», 2007.
14. Planned learning activities and teaching methods: lectures, contact hours, discussions of students' papers on pre-assigned topics
 15. Assessment methods and criteria: *The final grade comprises the following four components: the first component is the grade awarded for an independently written and successfully defended essay (as part of students' out-of-class workload). The topic of each essay is related to one of the key concepts presented at the beginning of each topic from the 'State Governance and Administration' textbook. The number of each student's key concept coincides with the last three digits of the student's faculty number; the second component is the grade awarded for preparing a course assignment which contains a number of questions for self study, available at the end of each topic from the textbook. The combination of self study questions (one from each topic) is also based on students' faculty numbers (the last three digits) and is sent in the form of a table to all students via email (to the major's common email address); the third component is the grade awarded for doing a project assignment entitled 'Functional and Structural Analysis of an Administrative Department'. The analysis follows a set structure and content, available in the textbook. Objects of the analysis are central, deconcentrated and decentralized administrative departments; the fourth component is the grade awarded for the semester examination - test, which can be paper-based or computer-based. The computer-based examination takes place in one of the university's computer rooms, via the eSchool system, which allows for a randomly ordered set of questions to be offered to each student. The time limit for answering each question is 1, 5 – 2 min. The test score is immediately available to the teacher and the student and is shown in percentages. The pass level is no less than 55% correct answers. The final examination grade may be heightened or lowered according to students' good/unsatisfactory performance during the semester, which is reflected in the continuous assessment grade. When students are awarded their continuous assessment or final grades, they can ask for the lecturer's grounds. If they want to improve their grades, on the lecturer's opinion, they may be assigned additional tasks.*
 16. Language of instruction: Bulgarian
 17. Work placement: None