

Faculty of Law

Department: Security and Safety

Professional Area: National Security

Major: National Security Protection

Educational-and-qualification Degree: Bachelor

COURSE DESCRIPTION

1. Course unit title: **State Power and State Administration**

2. Course unit code: ADM 1005

3. Type of course unit: elective

4. Level of course unit: Bachelor

5. Year of study: second

6. Semester: third

7. Number of ECTS credits allocated: 3

8. Name of lecturer: Assoc. Prof. Svetla Mihaleva, PhD

9. Learning outcomes of the course unit: gained knowledge, skills, competencies (objectives): The students who have successfully completed their training in this discipline, acquire the following competencies: *knowledge about*: the system of the public authorities in the Republic of Bulgaria and the administration that supports them, the main European institutions and their administration, the tools for quality management of the administrative activities; *abilities*: to identify the complex of activities which realizes the function "support of the powers of a public authority", analysis of the fundamental principles of European integration, the competences between the institution and administration, defining the skills and competencies for implementation of the duties of the state officials.

10. Mode of delivery: lectures, contact hours, discussions on individual assignments.

11. Prerequisites and co-requisites: constitutional law, administrative law and proceedings, etc.

12. Course contents: The course aims the students to be familiar with the structure and functions of state administration, the specific operation of the different authorities. The course introduces the students to approaches for solving specific problems related to the functioning of the administration.

13. Recommended and/ or required reading:

- Конституция на РБългария;
- 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 on pre-assigned tasks.

15. Assessment methods and criteria: *The final mark is formed on the basis of the following four components: the first component is the mark given for individually developed (as out-of-class workload) and successfully defended essay. The theme of each essay focuses on one of the key concepts listed in the beginning of each topic of the textbook "State Government and Administration." The number of the key concept coincides with the last three digits of the faculty number of the student; the second component is the mark received for the coursework which contains a number of questions for self-study, appearing at the end of each topic in the textbook. The combination of the self-study questions (one for each topic) is also determined on the basis of the student's faculty number (the last three digits) and is shown in a table, which is sent to the student by e-mail (the e-mail of the group); the third component is the mark of coursework entitled "Functional and Structural Analysis of a Section of the Administration." The analysis has a type structure and content which are in the textbooks in the discipline. Analysis objects are sections of the central, deconcentrated and decentralized administration; the fourth component is the mark of the scores of the semester examination test on the discipline, which the students do by hand or computer.*

The latter is taken in a computer room of VFU on the basis of the system for e-learning "eSCHOOL", and on the screen before each student, the system offers combination of questions and answers in the test, arranged differently for each student. To solve each question 1,5-2 minutes are given. Immediately after the test finishes, the students and the lecturer obtain the results on the screen as a percentage of the total number of correct answers. The test is successfully passed if at least 55% are the correct answers.

The mark of the final exam may be increased/ reduced if the students have shown good/ unsatisfactory results of the practical work during the semester, which is manifested by the obtained continuous assessment. When the students obtain the results of the continuous assessment / final exam they may request clarification of the assessment scores. In case they want to increase their mark, additional tasks may be assigned to them, by the decision of the lecturer.

16. Language of instruction: Bulgarian.

17. Work placement: none.