

*Approved
by the decision of the Academic
Council of the Academy
March 29, 2023
Protocol №13*

**Master's Educational Program
«7M04119 – Public Administration»**

1. Program Name: Master's Educational Program «7M04119 - Public Administration» (training direction «7M041-Business and Management»).

2. Duration: 1 year

3. Total Credits (ECTS): 63

4. Program Description:

The program has been developed considering the best international practices and is aimed at training highly qualified senior government and business managers with a global vision and strategic thinking, leadership competencies, effective communication and decision-making skills.

5. Purpose and Program Objectives:

Purpose: Training of professionals in the field of public administration who have the competence to manage state, quasi-state and business structures in order to improve the welfare of citizens of the Republic of Kazakhstan.

Program Objectives:

- develop managerial competencies to respond flexibly to changes and make effective decisions;
- develop competencies in the development and implementation of public policy.

6. Program Benefits:

- development of innovative, analytical and managerial abilities in the educational process;
- the possibility of doing an internship at a foreign partner university Maxwell School of Citizenship and Public Affairs at Syracuse University (United States of America), with a certificate confirming the appropriate level of a foreign language;
- attraction of leading foreign and Kazakh experts, public administration practitioners to teach certain disciplines;
- development of social networking, interaction with top managers from various ministries and departments, mutual learning (peer learning);
- teaching in the state, Russian, English languages.

7. Expected Learning Outcomes:

Activity management - sets specific tasks and gives instructions in accordance with strategic goals, creates conditions and orients the team towards the high-quality and timely fulfillment of tasks by the unit, effectively organizes the work of the unit, setting priorities.

Building effective communications - knows how to coordinate his activities with colleagues, is open to communications, shows readiness for business cooperation, helps colleagues if necessary, knows how to resolve conflicts for the benefit of the common cause, at the same time he reasonably conveys his point of view and takes into account the opinion of colleagues, builds effective work groups/teams/stakeholders.

Compliance with ethical standards and control - strictly follows the rules of ethical behavior in accordance with the code of ethics, adheres to the recommendations of integrity, honesty, goodwill, respect for colleagues and stakeholders, does not apply in a stressful situation, seeks and finds solutions.

Change management - has a positive attitude to changes in the organization, adapts its tactics in accordance with the changed situation, analyzes the causes of failure and changes approaches or strategy, supports and encourages the initiatives of employees.

Results-orientation - sets challenging goals and achieves them, puts in extra effort to accomplish tasks, takes responsibility for achieving results.

Independence and decision-making skills - is able to analyze opportunities, risks, and calculate and plan resources, is able to act effectively under uncertainty, offers several options for solving problems, taking into account possible risks.

Team management - never partial to people, always able to avoid personal likes and dislikes, able to identify and take into account the individuality of the subordinate when interacting and motivating, able to inspire and motivate the team.

Leadership qualities - demonstrates enthusiasm and talent, belief in his own beliefs, charismatic, uses the power of his personality to motivate subordinates, is determined to motivate staff, intelligently chooses the ratio of encouragement to censure.

Cooperation - focuses employees on building effective interaction with government agencies and organizations within their competence, uses the potential of each employee to achieve their objectives, together with the structural units of the state body implements plans and achieves common results.

Responsiveness - communicates new priorities to the team in a timely manner, develops effective measures to respond to changes in a timely manner, effectively manages the unit and achieves results with internal and external changes.

Self-development - identifies and makes suggestions for the promotion of promising employees, takes systematic measures to develop employees, demonstrates by personal example the desire for self-development.

Initiative - considers and develops proposals for the implementation of innovative approaches and solutions to improve performance, analyzes and makes proposals for the implementation of innovative approaches and solutions to improve performance, initiates projects to improve the activities of the state body.

8. Program structure and academic content:

Semester	Discipline Name	ECTS
1	Strategic Management and Leadership	4
	Public Administration	4
	Public Sector Economics	3
	Professional English	3
	Research Methods and Design	3
	Analysis and Evaluation of State Policy	4
	<i>Total Theoretical Training</i>	21
	<i>Experimental Research Work of a master's degree (hereinafter - ERWM)</i>	9
TOTAL FOR SEMESTER 1		30
2	Financial Management in the Public Sector	3
	Official Letter and Public Speech	3
	Organizational Culture and Ethics	3
	Making Decisions Based on Data Analysis	3
	Professional Communications and Conflict Management	3
	Selectable Component	4
	<i>Practice</i>	2
	<i>Total Theoretical Training</i>	21
	<i>Internship</i>	2

	<i>ERWM</i>	2
	<i>Final Attestation (Design and Defense of the Master's Project)</i>	8
TOTAL FOR SEMESTER 2		33
Total Theoretical Training + Practice		42
Final Attestation (Design and Defense of the master's Project)		8
ERWD+Internship		13
TOTAL CREDITS FOR COMPULSORY DEVELOPMENT		63