

*Approved by decision
Academic Council of the Academy
February 25, 2022
Protocol No. 12*

**Master's Program
«7M04119 - Public Administration»**

1. Name of the program: Master's Program «7M041119 - Public Administration» (direction of training «7M041-Business and Management»).

2 Study period: 1 year

3. Total credits (ECTS): 63

4. Description of the program:

The programme 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.

The programme aims to develop the competencies of the first and second levels of the Common Core Competency Framework for Political and Administrative Civil Servants.

5. Purpose and objectives of the program:

Aim: Training of Masters in Public Administration and Public Service with managerial competences, able to develop and implement effective public decisions.

Objectives of the program:

- 1) build managerial competencies to react quickly to changes and make effective decisions;
- 2) develop competencies for developing and implementing public policies.

6. Benefits of the program:

- the opportunity to study within the framework of academic mobility and internship programs at a foreign partner university and international organisations;
- the opportunity of obtaining a double-degree educational program at the partner university Maxwell School of Citizenship and Public Affairs at Syracuse University;
- involvement of leading foreign and Kazakh experts, practitioners of public administration to teach certain disciplines;
- development of social networking, interaction with managers from various ministries and departments (peer learning);
- disciplines in the state, Russian, and English languages;
- an individual learning trajectory based on the results of the competence assessment.

7. Expected learning outcomes:

- 1) Strategic thinking and vision: the ability to think globally, develop a strategy;
- 2) Leadership and performance management: the ability to be a leader, effectively plan and organize work, explain strategic goals and priorities, correctly determine authority, and distribute responsibility. At the same time, creating conditions and orienting the team towards the high-quality and timely fulfillment of the tasks set;
- 3) Effective decision-making: the ability to set specific tasks and assignments in line with strategic goals, and the ability to make consistent and effective decisions;
- 4) Collaboration and customer orientation: the ability to guide employees to build effective interactions with government agencies and organisations, and to use each employee's potential to achieve their goals. At the same time, knowledge and use of effective service delivery tools;
- 5) Responsiveness: having the competence to develop effective measures to respond to changes in a prompt time, to analyse these changes and to make appropriate proposals for new approaches to work;

6) Integrity: adhering to ethical norms, developing a sense of commitment to ethical norms and standards in the team, integrating ethical norms and values into practice;

7) Responsibility and initiative: the ability to take personal responsibility for organising the activities of the organisational unit. At the same time, the ability to consider and develop proposals for the implementation of innovative approaches and solutions aimed at improving the efficiency of activities.

8. Program structure and academic content:

Semester	Name of the Discipline	ECTS
1	Strategic Management and Leadership	4
	Applied Economics of the Social State	3
	Legal Aspects of Public Administration	3
	Language Competences for Managers (in the State Language)	2
	Language Competences for Managers (in English)	2
	Professional Communication and Conflict Management	3
	<i>Optional component according to the catalog of elective disciplines</i>	4
	<i>Experimental - research work of the Master student (here in after – ERWM)</i>	9
TOTAL FOR SEMESTER 1		30
2	Public Sector Economics	3
	Making Decisions Based on Data Analysis	3
	Analysis and Evaluation of State Policy	3
	<i>Optional component according to the catalog of elective disciplines</i>	6
	Practice	2
	Internship	2
	<i>Experimental - research work of the Master student (here in after – ERWM)</i>	2
	Final attestation (<i>Design and defense of Master's project</i>)	12
TOTAL FOR SEMESTER 2		33
Total theoretical studies + Practice		38
Final attestation (Design and defense of Master's project)		12
Experimental - research work of the Master student (here in after – ERWM)+ Internship		13
TOTAL ECTS		63