

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

**Master's Program
«7M04105 - Public Policy»**

1. Name of the program: Master's Program «7M04105 - Public Policy» (direction of training «7M041 - Business and Management»)

2. Study period: 2 years

3. Total credits (ECTS): 122

4. Description of the program:

Developed taking into account the best international practices and aimed at training civil servants with the competence to form, implement, analyze and evaluate public policy, own the methodology of fiscal management and budgeting, strategic management and leadership, social policy, communication skills to ensure transparency, accountability and efficiency of the state, mechanisms of law enforcement practice and administrative procedures, tools for managing human resources and changes in the public sector.

To obtain a master's degree, you need to master 122 credits and defend a master's project. Out of 82 credits of the theoretical block, the undergraduate is given the opportunity to choose 16 credits from the catalog of elective disciplines to build an individual learning trajectory.

5. Purpose and objectives of the program:

Aim: Training of civil servants with modern thinking, mastering the methods of formation, implementation, analysis and evaluation of public policy, tools and methodology for making high-quality management decisions in various areas of public policy.

Objectives of the program:

- development of competencies for analysis, evaluation and modeling of the main processes and making high-quality management decisions on the formation and implementation of state policy;
- improvement of managerial competences of planning and forecasting in the field of state policy implementation, to carry out strategic planning and find a balance of advantages and disadvantages in decision-making (policy trade-offs);
- formation of competence to identify the causes and consequences of problems of state policy, collection and processing of information for analysis;
- develop the personal qualities of civil servants and competencies that meet the requirements for the state apparatus.

6. Benefits of the program:

- competency-based approach to teaching, practice- and result-oriented teaching, through the solution of specific situations using interactive teaching methods;
- an interdisciplinary approach that provides an opportunity to gain knowledge and skills in related fields;
- Opportunity for internships and internships in state bodies of Kazakhstan and abroad;
- the possibility of obtaining a double-diploma education;
- implementation of a master's project focused on solving urgent problems in the development of state policy;
- trilingual education: Kazakh, Russian, English. In-depth study of English and the state languages, aimed at developing critical thinking and communication skills;

- in case of successful mastering of the course "Project Management", the possibility of certification according to the National Standard ST RK ISO 21500-2014 "Project Management Guide";
- individual learning trajectory based on the results of competency assessment, through the Assessment Center;
- involvement of leading lecturers-practitioners, "Visiting Professors" and high-level experts;
- development of professional and expert networking, interaction with civil servants from various ministries and departments, peer learning.

7. Expected learning outcomes:

- Stress resistance: reacts with restraint to criticism, takes measures to eliminate shortcomings. In critical situations, he knows how to weed out unnecessary information and maintain a working environment.
 - Initiative: makes proposals based on the analysis of the implementation of innovative approaches and solutions aimed at improving the efficiency of the functioning of public policy.
 - Responsibility: compliance with legal norms, decision-making in accordance with legal acts, continuous orientation of civil servants to personal responsibility for the performance of their duties.
 - Integrity: controls compliance with ethical norms and standards, creates an atmosphere of trust and respect in the team, ensures compliance with the principles of transparency and fairness in their actions and the actions of subordinates.
 - Cooperation and interaction: the ability to build relationships with colleagues, other government agencies, organizations to achieve strategic goals. Mastering the methods of formation and implementation of managerial and political decisions. The study of communication processes necessary for work in the social and political spheres. Creation of horizontal communications. Ability to resolve conflict situations.
 - Orientation to the consumer of services and informing him: constant monitoring of satisfaction with the quality of services, prompt resolution of emerging issues, taking measures established by law. Ability to communicate information in an accessible and understandable way to the recipient of services.
- Performance management: forecasting the possible results of a political strategy, identifying risks, indicators of efficiency and effectiveness.
- Decision-making: effective management of processes and resources (material, financial, human, etc.), as well as decision-making that contributes to the achievement of the strategic goals of the state body at the lowest cost and in the shortest possible time.
 - Leadership: able to influence and influence employees and structural units, supports cooperation and communication. Demonstrates the ability to inspire and inspire others.
 - Strategic thinking: able to see the big picture, plan and predict the development of a public body, taking into account the available resources and possible risks. Able to make long-term decisions to ensure the sustainable development of the country. Analyzes quantitative, statistical, verbal and other information. Considers how the decision will affect the process. Considers a single task or problem as part of an overall process.

Responsiveness: analyzes ongoing changes and trends in public policy and takes timely decisions to improve them. Generates new ideas, offers alternative solutions, finds original solutions, quickly responds to changes.

8. Program structure and academic content:

| Semester | Name of the Discipline | ECTS |
|---|--|------------|
| 1 | Public Administration | 4 |
| | Professional Communication Strategies in English | 3 |
| | Organizational Behavior and Ethics | 3 |
| | Project Management | 3 |
| | Statistical Analysis in Public Policy | 4 |
| | Applied Economics | 3 |
| | <i>Experimental - research work of the Master student (here in after – ERWM)</i> | 10 |
| TOTAL FOR SEMESTER 1 | | 30 |
| 2 | Open Government: Transparency and Accountability | 4 |
| | Formation and Implementation of State Policy | 4 |
| | Professional Communication Strategies in the State Language | 3 |
| | Law Enforcement Practice and Administrative Procedures | 4 |
| | Optional component according to the catalog of elective disciplines | 8 |
| | Practice | 4 |
| | <i>Experimental - research work of the Master student (here in after – ERWM)</i> | 5 |
| TOTAL FOR SEMESTER 2 | | 32 |
| 3 | Analysis and Evaluation of Public Policy | 4 |
| | Fiscal Management and Budgeting | 4 |
| | Strategic Management and Leadership | 4 |
| | Social Policy and Projects | 4 |
| | Optional component according to the catalog of elective disciplines | 8 |
| | Internship | 2 |
| | <i>Experimental - research work of the Master student (here in after – ERWM)</i> | 4 |
| TOTAL FOR SEMESTER 3 | | 30 |
| 4 | Human Resource Management in the Public Sector | 4 |
| | Change Management in the Public Sector | 4 |
| | Regulatory Impact Analysis | 3 |
| | <i>Experimental - research work of the Master student (here in after – ERWM)</i> | 7 |
| | <i>Final attestation (Design and defense of Master's project)</i> | 12 |
| TOTAL FOR SEMESTER 4 | | 30 |
| Total theoretical studies + Practice | | 82 |
| Final attestation (Design and defense of Master's project) | | 12 |
| Experimental - research work of the Master student (here in after – ERWM) + Internship | | 28 |
| TOTAL ECTS | | 122 |