

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

**Master's Educational Program  
«7M04120 – Public Administration» (Executive MPA)**

**1. Program name:** Master's Educational Program «7M04120 – Public Administration» (Executive MPA) (training direction «7M041 – Business and Management»).

**2. Duration:** 1 year (modular form of training)

**3. Total Credits (ECTS):** 63

**4. Program description:**

A one-year master's program based on the principle of modular education and with a format of study in the evenings and weekends, designed for professionals aimed at developing skills and knowledge in the field of public administration for effective work in various managerial positions in the public, quasi-public and business sectors of the Republic of Kazakhstan.

**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 for the development and implementation of public policy develop competencies for the development and implementation of public policy.

**6. Program Benefits:**

- development of innovative, analytical and managerial abilities in the educational process;
- the possibility of completing 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;
- attract leading foreign and Kazakhstani experts, practitioners of public administration to teach individual disciplines;
- development of social networking, interaction with top executives from various ministries and departments, mutual learning (peer learning);
- disciplines in the state, Russian, and 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/ with stakeholders.

Following ethical norms and principles - strictly follows the rules of ethical behavior in all situations in accordance with the code of ethics, adheres to the principles of integrity, honesty, goodwill, respect for colleagues and stakeholders, does not get lost in a stressful situation, seeks and finds solutions.

The management of change – has a positively relates to changes in the organization, adapts the tactics of its actions in accordance with the changed situation, analyzes the reasons for failure and changes approaches or strategies, supports and encourages employee initiatives.

Result orientation - sets challenging goals and achieves them, makes additional efforts to complete tasks, takes responsibility for achieving results.

Independence and decision-making skills - is able to analyze opportunities, risks, as well as calculate and plan resources, is able to act effectively in conditions of 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 consider 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.

Efficiency - brings new priorities to the team in a timely manner, develops effective measures for a timely response to changes, effectively manages the unit and achieves results with internal and external changes.

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

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

#### 8. Program structure and academic content:

Module	Discipline Name	ECTS
1	Applied Economics of the Social State	4
	Public Administration	4
	Professional Communications and Conflict Management	3
	<i>Practice</i>	2
	<i>Total Theoretical Training</i>	13
	<i>ERWM</i>	3
<b>TOTAL FOR MODULE 1</b>		<b>16</b>
2	Analysis and Evaluation of State Policy	4
	Public Sector Economics	3
	Organizational Culture and Ethics	4
	<i>Total Theoretical Training</i>	11
	<i>Internship</i>	2
	<i>Experimental Research Work of a master's degree (hereinafter - ERWM)</i>	3
<b>TOTAL FOR MODULE 2</b>		<b>16</b>
3	Financial Management in Public Administration	4
	Making Decisions Based on Data Analysis	4
	Selectable Component	3
	<i>Total Theoretical Training</i>	11

	<i>ERWM</i>	5
<b>TOTAL FOR MODULE 3</b>		<b>16</b>
<b>4</b>	Strategic management and leadership	4
	Official Letter and Public Speech	3
	<i>Total Theoretical Training</i>	7
	<i>Final attestation (Design and defense of Master's project)</i>	8
<b>TOTAL FOR MODULE 4</b>		<b>15</b>
<b>Total Theoretical Training + Practice</b>		<b>42</b>
<b>Final Attestation (Design and Defense of the Master's Project)</b>		<b>8</b>
<b>ERWM+ Internship</b>		<b>13</b>
<b>TOTAL CREDITS FOR COMPULSORY DEVELOPMENT</b>		<b>63</b>

*Note: The Educational Program was approved by the decision of the Academic Council of the Academy, dated March 29, 2023, Protocol No.13 (including additional enrollment, December 2023)*