

*Approved
by the decision of the Academic
Council of the Academy
March 20, 2024
Protocol №14*

**Master's degree program
«7M04119 – Public Administration»**

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

2. Term of study: 1 year

3. Total credits (ECTS): 65

4. Program description:

A one-year master's program designed for professionals aimed at developing skills and knowledge in the field of public administration to work effectively in various management positions in the public sectors of the Republic of Kazakhstan.

5. Aims and objectives of the program:

Purpose: Training professionals in the field of public administration aimed at solving the strategic and operational tasks of the State to improve the well-being of the population.

Program Objectives:

- develop management competencies for flexible response to changes and making effective decisions;

- develop competencies in the development and implementation of public policy.

6. Benefits of the program:

- development of innovative, analytical and managerial abilities in the educational process;
- the opportunity to undergo 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;

- attracting 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, peer learning;

- teaching in the state, Russian, English languages.

7. Expected Learning Outcomes:

Task management - is able to set specific tasks and give instructions in accordance with strategic goals, able to create conditions and orient the team towards high-quality of the assigned tasks and its timely implementation.

Building effective communications – able to coordinate his activities with colleagues, open to communications, able to show readiness for business cooperation.

Adherence to ethical standards and principles - able to strictly follow the rules of ethical behavior in all situations in accordance with the code of ethics and adhere to the principles of integrity, honesty, goodwill towards colleagues and stakeholders.

Change management - able to have a positive attitude towards changes in the organization and adapt the tactics of their actions in accordance with the changed situation.

Results-oriented – able to set challenging goals and achieve them.

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

Team management - able to inspire and motivate the team, always avoid personal likes and dislikes, able to identify and take into account the individuality of the subordinate when interacting and motivating.

Leadership qualities - able to demonstrate enthusiasm and talent, belief in one's own beliefs, charismatic, able to motivate staff.

Cooperation – able to guide employees towards building effective interaction and partnership with government agencies and organizations within their competence.

Efficiency - able to timely communicate new priorities to the team, develop effective measures for a timely response to internal and external changes.

Self-development – able to take systematic measures for the development and promotion of employees, demonstrate by personal example the desire for self-development.

Initiative - able to initiate projects to improve the activities of a government agency, able to consider and develop proposals for the introduction of innovative approaches and solutions to improve operational efficiency.

8. Program structure and academic content:

Semester	Name of discipline	BD/ PD	UC/ SC	ECTS
1	Official letter and media discourse	PD	UC	3
	Professional communications and organizational culture	BD	UC	4
	National model of public administration	BD	UC	4
	Information and analytical technologies	PD	UC	4
	Research methods and design	PD	UC	4
	Professional English	BD	UC	3
	Selectable Component	BD	SC	4
	Total theoretical training			26
	<i>Experimental-research work of a Master's student (hereinafter referred to as EIRM)</i>			5
TOTAL FOR SEMESTER 1				31
2	Strategic management and leadership	PD	UC	4
	Service apparatus and human-centric management	PD	UC	2
	Digital Governance	PD	UC	2
	Financial management and audit in the public sector	PD	UC	4
	State regulation of the economy	PD	UC	4
	<i>Industrial practice</i>			2
	Total theoretical training			18
	<i>Internship</i>			3
	<i>EIRM</i>			5
	<i>Final Attestation (Design and Defense of the Master's Project)</i>			8
TOTAL FOR SEMESTER 2				34
Total theoretical training + practical training				44
Final Attestation (Design and Defense of the Master's Project)				8
EIRM+ internship				13
TOTAL COMPULSORY CREDITS				65