

*Approved
by the decision of the Academic
Council of the Academy
March 28, 2025
Protocol №12*

**Master's Degree Program
«7M04120 - Public Administration » (Executive MPA)**

1. Name of the program: Master's Degree Program «7M04120 - Public Administration» (Executive MPA) (training area «7M041 – Business and Management»).

2. Term of study: 1 year (full-time and distance learning)

3. Total credits (ECTS): 61

4. Program description:

The year-long master's program, implemented on the basis of full-time and distance learning format of training without interruption from work, is designed for professionals aiming to develop skills and knowledge in the field of public administration to effectively work in various managerial positions in the public and quasi-public sectors of the Republic of Kazakhstan.

5. Aims and objectives of the program:

Purpose: Training of highly qualified specialists in the field of public administration from senior management of public and quasi-public organizations.

Objectives of the program:

- the program focuses on developing the management skills essential for effective performance within government and quasi-governmental organizations;

- develop creativity and competencies to create an effective modern public administration system.

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:

Module	Name of the discipline	BD/ PD	UC/ SC	ECTS
Module 1. Communications and research technologies	Official writing and media discourse	PD	UC	3
	Professional English	BD	UC	2
	Research methods and design	PD	UC	3
	<i>Total theoretical training</i>			8
	<i>Experimental-research work of a Master's student (hereinafter referred to as ERWM)</i>			2
<i>TOTAL FOR 1 MODULE</i>				10
Module 2. National model of public administration	National model of public administration	BD	UC	3
	Service apparatus and human-centric management	PD	UC	2
	Strategic management	PD	UC	3
	<i>Total theoretical training</i>			8
	<i>ERWM</i>			2
<i>TOTAL FOR 2 MODULE</i>				10
Module 3. Modern technologies of management	Monitoring and analysis in public administration	PD	UC	4
	Digital public administration	PD	UC	2
	<i>Industrial internship</i>			2
	<i>Total theoretical training</i>			8
	<i>ERWM</i>			2
<i>TOTAL FOR 3 MODULE</i>				10
Module 4. (specialization)	Elective Component	BD	SC	4
	Effective communications and leadership	BD	UC	2
	<i>Total theoretical training</i>			6
	<i>ERWM</i>			2
<i>TOTAL FOR 4 MODULE</i>				8
Module 5. Economic and financial management	Financial management and audit in the public sector	PD	UC	3
	State regulation of the economy	PD	UC	3
	<i>Total theoretical training</i>			6
	<i>Internship</i>			2
	<i>ERWM</i>			2
<i>TOTAL FOR 5 MODULE</i>				10
Module 6.	Urban studies and city management	PD	UC	2

Spatial development management	Regional development management	PD	UC	2
	<i>Total theoretical training</i>			4
	<i>ERWM</i>			1
	<i>Final Attestation (Design and Defense of the Master's Project)</i>			8
	<i>TOTAL FOR 6 MODULE</i>			13
Total theoretical training + practice				40
Final Attestation (Design and Defense of the master's Project)				8
<i>ERWM+Internship</i>				13
TOTAL CREDITS FOR COMPULSORY DEVELOPMENT				61