

**UNIVERSITY OF PUBLIC SERVICE**  
**FACULTY OF PUBLIC GOVERNANCE AND**  
**INTERNATIONAL STUDIES**

Ref. No.  
Copy No.

**CURRICULUM**  
**for the**  
**“Bachelor of Arts in International Public Management”**  
**Programme**

**Validity:**  
**From the academic year of 2021/22 progressively**

<b>Decision of the Senate</b>	<b>Decision of the Board of Governors</b>
Approved by Senate resolution No. ....	Approved by the Board of Governors resolution No. ....

Budapest, 7 October 2020.

**Program director: Attila Marján, PhD, associate professor**

**The following legislation and university regulations serve as the legal background for the curriculum:**

1. Act CCIV of 2011 on National Higher Education
2. Act CXXXII of 2011 on the National University of Public Service and on Public Administration, Law Enforcement and Military Higher Education
3. Government Decree No. 87/2011. (IV. 9.) on the implementation of certain provisions of the Act CXXXII of 2011
4. Government Decree No. 363/2011. (XII. 30.) on the implementation of certain provisions of Act CXXXII of 2011 on the National University of Public Service and on Public Administration, Law Enforcement and Military Higher Education
5. Government Decree No. 139/2015. (VI. 9.) on the Register of Qualifications in HE and on the Registering of New Qualifications (hereinafter: 139/2015. (VI. 9.) Gov Decree)
6. Government Decree No. 222/2019. (IX. 25.) on the register of qualifications in the field of science of public governance and the training and graduation requirements of the program;
7. UPS Academic and Study Regulation
8. Rector's decision on program procedures

**Training authentication data**

No. of Faculty Council resolution:	15/2008/09.
No. of Senate resolution:	SZ-4/2008/09. (XII. 15.)
No. of Board of Governors Resolution	...
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FIR Code of the Program	BSZKNEI
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**1. Name of the program:**

INTERNATIONAL PUBLIC MANAGEMENT

**2. Field of education, defined by Section 3 of UPS Act**

Science of Public Governance, International and European Studies

**3. Specializations of the program**

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**4. Qualification**

bachelor (baccalaureus; abbreviated: BA) level

**5. Degree and qualification to be obtained in the program as specified in the diploma**

International Public Service Manager

**6. Objectives of the program, professional competences to be acquired**

The programme is aimed at training professionals who are able to serve as international administrators, organisers, and contact persons in the international relations of public bodies, with a special focus on cooperation within the European Union and its Member States.

a) Knowledge:

The graduated student is familiar with the following facts:

- Hungary's priorities in foreign affairs, trade and national policy and their development; the geopolitical characteristics of the scope of Hungarian foreign policy; international legislation and legislation of the European Union; realities and prospects of international and European Union economies; priorities and atmosphere of Hungary's defence policy, and the correlations of the above.
- The characteristics of career paths in public service in Hungary, legislation of public service and its relevance in international organisations.
- Public policy, the basic characteristics of Hungarian public policy and its international relevance.
- Documents used in Hungarian public administration, the procedures of public administration and document management, and the operation of software and filing systems used in public administration.
- With the structure and operation of the institutions of the European Union and international organisations of considerable significance for Hungary, and their cooperation with the participants of the Hungarian state organisation.
- The history of the European Union, its institutions, legislation, decision-making processes, foreign relations and policies.
- All necessary professional concepts and their connections in the field of general public administration, international and foreign administration, international relations, international law and international economic relations.
- The basics of micro- and macroeconomics.

- Practical, theoretical and historical knowledge in the field of public administration, and particularly foreign and international administration, as well as basic consular knowledge.
- The relevance and connections of politics, law, administration, economics, management and security policy in the operation of the state organisation, public administration and particularly international administration.
- The characteristics of other cultural and political regions, basic knowledge of their countries as well as intercultural knowledge.
- The role of international negotiations and communication and social media in international relations, and the characteristics of protocol in public service.
- The professional language of public administration, public service and certain characteristics of the professional language of the European Union.

#### b) Skills

The graduated student is capable of:

- Interpreting duties, tasks and procedures arising from international connections, membership and other organisational relations and of utilising these in the decision-making procedure of the public service organisation.
- Interpreting and executing strategies at international, European Union related, governmental, sectoral and organisational levels.
- Organising and executing public administration tasks.
- Communicating efficiently in public service, using effective negotiation and cooperation techniques and maintaining a case- and client-centred approach.
- Performing his/her duties adequately at state, private and international organisations that execute public power or offer public services.
- Preparing managerial decisions and taking an active part in the decision-making process; making realistic judgment based on information processed; and making professional proposals.
- Using databases most commonly used in public administration and foreign and international administration in a fast, accurate, efficient and reliable way.
- Creating working hypothesis using his/her theoretical background while being familiar with its methodological background.
- Working creatively and focusing on solutions.
- Working in an international and multicultural environment.

#### c) Attitude

The graduated student's personal attitude is characterized by:

- An openness for both team work and individual work and a process-oriented approach.
- Critical thinking.
- An ability to adapt to changing workload and flexibility.
- A commitment to public service, working and behaving in a responsible and tolerant way.
- Respect towards other people's opinions while adopting an authentic viewpoint.
- An openness for critical self-assessment, various forms of professional development and methods of personal development.

- An openness and sensitivity towards social issues, professional and human solidarity.
- A commitment to Hungary's interests, social solidarity and equal opportunities, democratic values, the rule of law and the shared values of Europe and the nation - if working for a Hungarian public organisation.
- A commitment to the goals and interests of the international organisation he/she works for.

d) Autonomy and responsibility

The graduated student is capable and willing:

- To organise his/her work and that of his/her inferiors with autonomy, responsibility and respect for official means in line with his/her position in the organisation.
- To constructively and confidently enforce interests within and outside the organisation, depending on his/her position in the organisation; giving priority to the goals and interests of Hungary or the given international organisation.

## 7. Factors of program schedule

Program length in semesters: 6 semesters

### Detailed program schedule:

Number of credits necessary for obtaining the degree	180 credits
Students' study hours in total	5400
Student workload in credits per semester:	30 credits on average
Number of classes per semester for full-time students:	267 classes on average
Number of weekly classes on average for full-time students:	19 classes on average, out of which the number of classes with credits on average: 19
Number of classes per semester for part-time students:	-
Length of internship:	200 hours

## 8. Program structure

### 8.1. related disciplines, professional fields upon which the qualification is based:

- humanities, social sciences module: 4-8 credits;
- state and public governance module (including governance, law, law enforcement, military governance, development studies, information and communication studies): 5-20 credits;
- joint public service internship: 2-4 credits;
- political science: 10-40 credits;
- international and development studies: 10-40 credits;
- economics: 10-35 credits;
- state and law studies: 5-35 credits;
- defence studies: 5-15 credits;

- history: 2-4 credits;
- technical sciences: 2-4 credits,

**8.3. thesis/diploma work credits:** 15 credits

**8.4. minimum credit for practical training outside the university:** 12 credits

**8.5 minimum credit for elective courses:** 9 credit

## **9. Class, credit and exam-plan**

The class, credit and exam-plan contains the following information scheduled in terms of each subject (compulsory curricular activities – hereinafter together: subject):

- a) Neptun code of subjects,
- b) type of subject (compulsory, compulsory elective, elective, compulsory curricular activity),
- c) semester(s) the subject is offered,
- d) number of lessons per week and semester, or semester as per the type of subject,
- e) credit value of the subject,
- f) type of performance assessment;
- g) the department and lecturer responsible for the subject.

Types of lessons and their abbreviations:

- lecture: L
- seminar: S
- practice: P
- e-seminar: ES

The class, credit and exam-plan is included in Annex 1.

## **10. Previous study requirements**

The curriculum defines previous or simultaneous study requirements of subjects (Previous study requirements).

Previous study requirements are included in Annex 2.

## **11. The assessment system**

Assessment can be carried out:

- a) in the study period on the lessons in oral or written form by written (in-class) tests, home assignments or practical tasks as a mid-term mark;
- b) by exams in the exam period;
- c) by a mid-term mark and exam mark together.

In case of compulsory curricular activities without credits the requirement can solely be the lecturer's signature.



Students finish their studies by taking the final examination. The final examination is to check and assess the knowledge, skills and abilities necessary for obtaining the diploma when students also have to prove they can apply their knowledge in practice.

Abbreviations of types of assessment:

- mid-term mark: ÉÉ/ mid-term mark (((final exam subject ((ÉÉ(Z))
- term mark: GYJ / term mark (((final exam subject ((GYJ(Z))
- exam: K/ exam (((final exam subject ((K(Z))
- exam (three-scale) (B)
- preliminary exam (AV)
- comprehensive exam (S)
- complex exam (KO)
- final examination (Z)

Detailed rules on assessment are defined by:

- the curriculums of subjects being part of the present curriculum, and
- Point 12 of the present section

based on the relevant regulations and the Academic and Examination Regulations.

## 12. Final examination

### 12.1. Preconditions for starting the final examination:

- obtaining the pre-degree certificate: the university issues a pre-degree certificate for students who have completed the study and exam requirements set in the curriculum (excluding the language exam requirements and the thesis/diploma work), the internship and acquired the necessary credits; the pre-degree certificate states that the student has fulfilled all the necessary study and exam criteria without qualification or assessment.
- thesis/diploma work already being evaluated.

### 12.2. Parts of the final examination

The subjects of the final examination and the detailed requirements of the final examination.

The final examination may consist of different modules as defined in the curriculum – defending the thesis/diploma work and further oral, written or practical module. According to the Academic and Study Regulation – in lieu of a different regulation in the given curriculum – defending the thesis/diploma work is a precondition for the oral final exam.

#### *Final exam course-units*

Code	Course units	Credits
HNBTE06	International Organisations	3
ANJTE09	International Law 1.	4
ANJTE07	International Law 2.	3
AEKMTE03	Public Law of the European Union	4
AKNGTE04	International Economics	4
Final exam course-units' credits in total:		18

### ***12.3 The result of the final examination***

The method of calculating the final exam result.

The result of the final exam, based on the Academic and Study Regulations, is the mathematical average of the grades received. A fail at any modules shall automatically result in a failed final examination. In the case of a multi-module final examination, each module shall be graded independently. In lieu of a different regulation Section 54. § (3) of Academic and Study Regulations may prevail:

„(3) In general the result of the final examination shall consist of the mathematical average of the module grades received although it can be calculated differently if so specified by the recommended curriculum:

$$\text{FeA} = (\text{Th} + \text{Fe}) / 2$$

If the final examination includes a practical module:

$$\text{FeA} = (\text{Th} + \text{Fe} + \text{Pr}) / 3$$

That is, the total result of the final examination shall consist of the mathematical average of the grades given for thesis/diploma work, the oral module of the final examination (if it comprises several modules the round average of the grades received), and (if applicable) the grade for the practice.”

### **13. Thesis/diploma work**

Students pursuing studies in the Bachelor training programme shall write a thesis following the guidelines set forth by the training and graduation requirements.

The thesis is a creative paper carried out individually in possession of the knowledge acquired through program, which may be elaborated in the course of a semester with the guidance of a supervisor or consultant. By completing the thesis, the candidate may prove that he/she has gained sufficient proficiency in the practical use of the training material to synthesise outcomes and find creative solutions to tasks related to his/her field, and is able to carry out work tasks individually using skills and competences relevant to his/her qualifications.

Students may earn 15 credits for the completion of the thesis course. The submission and defence of the thesis is not a prerequisite for taking the final examination.

Topics may be selected through the Neptun educational administration system between 16th September – 15th October in the case of the summer final-examination period, and between 1st March – 15th April in the case of the winter final-examination period.

The student shall have to consult the supervisor/consultant at least three times during the preparation of the paper, which has to be verified by signatures. The paper shall have to be assessed and checked with plagiarism detection software. Only theses that have been checked may be defended.

The completed thesis shall be submitted through the Neptun educational administration system by 30th April in the case of the summer final-examination period, and by 30th November in the case of the winter final-examination period. The submission of the thesis shall be valid if the student submits (uploads) his/her approved thesis by this time,

accompanied by the documents specified in Chapter VII of Appendix No. 5 of the Academic and Examination Regulations.

The total length of the thesis – without the appendices – shall be minimum 60 000, and maximum 100 000 characters. Further formal and content requirements of the thesis are laid down in the Academic and Examination Regulations.

The credit value of the thesis/diploma work: 15 credits

Subject(s) of the thesis/diploma work:

- ANIGESZD001: 15 credits;

The preparation, content- and form-related requirements of the thesis/diploma work are defined in the Academic and Study Regulations.

## **14. Diploma**

### ***14.1. Conditions for receiving the diploma***

- successful final examination, and
- completing the language exam requirements of the program set in the training and graduation requirements: To be taken verbatim from the training and graduation requirements in effect

### ***14.2. Determining the grade of the diploma***

Detailed regulations on assessing the grade of the diploma.

In lieu of a different regulation the calculation in Section 56. § (3)-(5) of the Academic and Study Regulations may prevail:

„(3) The Diploma grade, unless the course curriculum provides otherwise, shall consist of the simple average of the following:

- a) the grade for the defence of the thesis/diploma work;*
- b) the grade for the oral part of the final examination (in the case of a multi-module examination the rounded average of the grades given for integer elements);*
- c) the grade for the final practical exam (if applicable);*
- d) the (two-decimal) average of the academic average of completed semesters::*

$$(Th + Fe + Pr + ((A1 + \dots + An) / n) / 4$$

*If the final exam has no practical elements included:*

$$(Th + Fe + ((A1 + \dots + An) / n) / 3$$

*(4) The degree classification shall be based on the following limits taking into account the value calculated with the use of the above method:*

- *outstanding, if the average is 5.00;*
- *excellent, if the average is: 4.51 to 4.99;*
- *good, if the average is: 3.51 to 4.50;*
- *satisfactory, if the average is: 2.51 to 3.50;*
- *pass if the average is 2.00 to 2.50;*

*(5) The student with an outstanding diploma grade shall graduate with outstanding result. Those with excellent diploma qualifications and a minimum of 4.51 examination and practice average shall also graduate with outstanding results.”*

## **15. Internship**

Students shall be required to participate in professional internship, the duration of which shall be at least 200 hours. Participating in an internship being part of the training and graduation requirements of the curriculum, students who fail to complete one cannot register for the final examination.

An internship is a learning process that makes an impact on students' learning and career goals. During an internship, students learn about the structure, operating procedures, embeddedness and day-to-day work processes of the given organization. The purpose of the internship is for students to apply and deepen the theoretical and practical knowledge acquired during the training through work experience. To complete the course students shall compile a brief summary about their experience and tasks they have completed, which shall be attached to the internship-completion form signed by the head of the educational unit or the supervisor of the internship.

Internships may be completed in organizations that have signed a cooperation agreement with the university. The student and the selected organization shall enter into a cooperation agreement – or a student employment contract where necessary. Had the university signed a cooperation agreement with the selected organization prior to the internship, the submission of an internship agreement signed by the representative of the organization to the vocational training administrator shall suffice.

The completion of the internship shall be documented by registering for the subject “Internship” and by returning the properly completed internship-completion form. An internship certificate shall be awarded upon the completion of the internship including a detailed assessment that shall be submitted to the Faculty Administration. Based on the decision of the organization hosting the internship a work log may be used.

Internship course:

ÁNIGESZG001, Professional Practical Training, 12 credits

## **16. International student mobility period for partial studies abroad**

The Erasmus+ Programme provides students engaged in Bachelor or Master training with a possibility to gain an academic mobility or internship scholarship. Academic mobility enables scholarship recipients to spend a semester studying at a partner institution of the university, and to transfer credits for courses undertaken there to their studies in Hungary. The so-called exchange programme allows students to pursue studies at a given institute free of charge.

Applicants can travel to EU member states, or to Iceland, Liechtenstein, Norway, Turkey and Macedonia, and conduct studies at an institution in an international inter-institutional agreement with the university. Other partner institutions (outside Europe) are available through the International Credit Mobility Programme in Israel, Kazakhstan and China.

Students with a high grade point average can apply for a grant provided by the Campus Mundi Programme to conduct partial studies abroad for a semester.

The number of bilateral inter-institutional agreements has been steadily increasing. Due to the training objectives, the Faculty encourages students to partake in international mobility programmes. Students conducting studies abroad shall be authorized for a reduced course load; furthermore, the Credit Transfer and Validation Committee recognizes a broad range of subjects completed abroad as equivalents of compulsory or elective subjects.

Due to the structure of the program and the course offer, semester 3 is the most suitable for pursuing studies abroad.

## **17. Any other program-specific requirements**

### ***17.1 Compulsory curricular activities***

Participate in the Common Public Service Exercise.

### ***17.2. Requirements of attendance, acceptable absence, opportunity for compensating for missed classes:***

Unless specified otherwise in the specific course description students must attend at least 75% of the classes. Any more absence may result in the rejection of signing. Absence over the limit may be justified in specific cases (e.g.: medical treatment). This justification must be submitted on the following class to the lecturer and the course manager and also sent electronically. Missed class content should be acquired by the student.

### ***17.3. Special educational, learning or learning support tools, methodology and processes applied in the program***

In accordance with the latest trends in higher education and also required by emerging societal factors on-line, distance and blended learning solutions will play a prominent role in the program.

7 October 2020, Budapest

**Program director:** Attila Marján, PhD, associate professor

## List of curriculums

### I. General course units

Course code	Course title
ÁEETE01	Comparative Civil Service Law
ÁAÖKTE02	Comparative Constitutional Law and Organisation of the State
ÁAÖKTE03	Comparative Governance Studies -National Case Studies
ÁCITE02	Corporate Governance
ÁNKDE05	Cultural Diplomacy
ÁKINTE01	Disaster Management in Public Administration
ÁKNGTE03	Economics
ÁEUTTE03	EU Sectoral Policies and Economic Integration
ÁNJTE08	Foreign Affairs Administration
ÁISZLB201	Foreign Language I.
ÁISZLB202	Foreign Language II.
ÁTKTE03	General Sociology
ÁNKDE03	History and Theory of International Relations
ÁEUTTE02	History of European Integration and the Institutions of the EU
ÁTKTE02	Information Society and Data Protection Issues
ÁTKTE04	Intercultural Communication
ÁKNGTE04	International Economics
ÁNJTE09	International Law 1.
ÁNJTE07	International Law 2.
HNBTE06	International Organisations
HNBTE05	International Political Issues and Security
ÁTKTE01	International Protocol and International Negotiations
ÁNKDE02	Introduction to Civilization Studies
ÁKINTE03	Introduction to Cyber Security
HNBTE07	Introduction to European Security and Defence
ÁEUTTE04	Introduction to Global Resilience Studies
ÁAÖKTE01	Introduction to Legal Studies and Comparative Public Administration Law
ÁKKTE22	Introduction to Political Science
ÁKINTE04	IT and Information Systems In Public Administration
ÁISZLB203	LSP I. - Governance Systems

ÁNKDE04	LSP II. - International Relations
ÁKPTE02	Migration as a Security Challenge
ÁEKMTE03	Public Finance Studies
ÁKINTE01	Public Law of the European Union
ÁKKTE23	Public Management
ÁTKTE02	State and Governance
ÁKPTE03	Statistics
ÁVKTE01	Strategic Management and Project Management
ÁKKTE21	Sustainable Development
ÁEETE01	The Practice of Public Policy Analysis

## II. Thesis/diploma work

Course code	Course title
ÁNIGESZD001	Degree Thesis

## III. Internship

Course code	Course name
ÁNIGESZG001	Professional Practical Training

## IV. Elective course units

The optional course units are listed in FPGIS Elective course in foreign language – BA level.