

**NATIONAL UNIVERSITY OF PUBLIC SERVICE**  
**FACULTY OF INTERNATIONAL AND EUROPEAN**  
**AFFAIRS**

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Ref. No.

**CURRICULUM OF THE MASTER'S PROGRAMME**  
**“INTERNATIONAL PUBLIC SERVICE RELATIONS” IN**  
**ENGLISH LANGUAGE**

**Validity:**  
**From the academic year 2015/2016 progressively**

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Budapest  
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**The curriculum has been elaborated by the National University of Public Service Faculty of International and European Studies on the basis of the following legislation and documents**

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. 363/2011. (XII. 30.) on the implementation of certain provisions of the Act CXXXII of 2011 on the National University of Public Service and on Public Administration, Law Enforcement and Military Higher Education
4. Decree of the Minister of Prime Minister's Office No. 1/2015 (I. 14.) MvM specifying the bachelor's and master's programmes of the public administration, law enforcement, military, national security and international and European public service higher education, the training and output requirements of these programmes and the training specialisations of the bachelor's training

**Training authentication data**

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### ANNEXES:

- 1 Plan of classes, credits and exams
- 2 Order of preliminary studies
- 3 Programs of course units

**1 Name of the Master's programme:**

International Public Service Relations MA

**2 Training field**

public administration, law enforcement, military

**3 The name of the degree and the qualification to be obtained in the master's programme as specified in the diploma**

Degree: Master's degree (magister, master; abbrev: MA)

Qualification:

- **expert in international public service**

Qualification in English language:

- **expert in international public service**

**4 Training objective**

***4.1 The training objective of the master's programme, the professional competencies to be acquired***

The aim of the training is to train experts who have the necessary knowledge and are capable of performing complex duties related to international relations at national and EU institutions, in the domestic central and regional public administration, in the foreign affairs, defense and law enforcement administration.

**4.1.1 The knowledge that can be acquired in the master's programme:**

The graduates of the master's programme know:

- the historical, legal, and political aspects of international public service relations;
- the policies of the European Union as well as its institutional and legal systems;
- the regional dimensions of the international system's operation;
- the international and the domestic system of international crisis management;
- the fundamental international knowledge spheres of the public administration, law enforcement and military fields;
- the system of international relations of the Hungarian State and public administration;
- the foreign and security policy of Hungary and the trends of its development;
- the strategic planning and analysis of the security system;
- the national and international interrelations of law enforcement and policing;
- the international models of public service systems, and;
- the professional language necessary for implementing the tasks.

**4.1.2 The graduates of the master's programme are capable of**

- interpreting and forming international and European integration and decision-making processes;
- the preparation and the making of decisions in international public service relations;
- the wide scale application of integrated knowledge in the complex areas of public administration, law enforcement and defense;
- analysing and assessing the security challenges, threats and risks;
- participating in the work of international organisations and institutions;
- participating in domestic and European public policy and codification processes;

- managing conflict situations, applying successful negotiating and cooperation techniques, and;
- performing tasks of implementation and management.

#### 4.1.3 The personal endowments and skills necessary for exercising the profession

- - commitment to public service, responsible and tolerant conduct and respecting the opinion of others;
- - analytic mind-set, ability to identify and solve problems;
- - information processing ability, methodological awareness;
- - initiative, taking personal responsibility, decision-making ability;
- - readiness to teamwork, and;
- - communication skills, courteousness and contacting skills;

## 5 Time factors of the training

### 5.1 Training time in semesters

The number of credits necessary for obtaining the master's degree	90 credits
Students' study hours in total	2700 hours
Studies per semester:	30 credits on average
Classes (contact lessons) without foreign language, and without physical education in the semesters not awarded with credits, taking into account only the obligatory and mandatorily selected credited subjects and the optional subjects up to the credit value of 90 (120) – <b>for the whole duration of the training:</b>	In full-time studies: 1380
Average number of classes per semester:	460 classes
Weekly classes on average (in part-time studies the number of contracted weeks/weekly classes):	In full-time studies: 24 classes
Mandatory professional practice:	In full-time studies 4 weeks in the last semester

### 5.2 Main programme proportions by study fields:

- 5.2.1 founding studies: 9 credits
- 5.2.2 professional core material: 51 credits
  - 5.2.2.1 out of it: optional course-units: 6
  - 5.2.2.2 out of it: professional practice: 12 credits
- 5.2.3 differentiated professional studies: 30 credits

## 6 Class-, credits- and exams-plans:

- Annex 1: International Public Service Relations MA class-, credits-, and exams-plan

## 7 Order of previous studies:

- Annex 2: International Public Service Relations MA order of previous studies

## 8 Knowledge monitoring system:

The knowledge monitoring system is composed of obtaining the – partly interrelated and partly independent – signatures and seminar marks prescribed in the curriculum for the study period, and passing the exams (reports, colloquia) to be completed in the exam period, as well as passing the final exam and complying with the criterion requirements.

### 8.1 The diploma work

The diploma work is a paper of creative nature prepared in the course of a semester by the student with the guidance of a tutor or consultant in the relevant field of profession, containing the student's own work, proving that the graduate is able to apply in practice the acquired knowledge, to professionally summarise the work done and the results, to solve relevant problems in a creative manner, and to work independently in his/her professional field.

Complying with the criterion requirement of the diploma work specified in the curriculum, and thus obtaining the absolutorium requires the tutor's signature on the consultation certificate in the last active semester, in line with the specifications contained in Annex 5 of the NUPS Regulation on Studies and Exams.

Defending the diploma work is a part of the final exam where the work shall be evaluated.

### 8.2 Final exam

#### 8.2.1 The preconditions of starting the final exam

- Obtaining the final certificate (absolutorium), collecting at least 90 credit points;
- Successful completion of the professional practice;
- Preparing the diploma work held by the tutor suitable for assessment and submitted for defense.

#### 8.2.2 Parts of the final exam

- Defending the diploma work,
- Oral exam of the course-units specified in point 8.2.3,
- Defending the diploma work successfully is a precondition of commencing the oral final exam.

#### 8.2.3 Final exam course-units

Code	Course-unit	Credits
INITE211	International Organisations – Law and Policy-making	3
INITE212	International political economy	3
INITE221	Regional Security Challenges	3
INITE223	EU Sectoral Policies	3
INITE226	EU Common Foreign and Security Policy (CFSP)	3
Final exam course-units' credits in total:		15

#### 8.2.4 Final exam results:

The result of the final exam is the simple average of the diploma work's mark and the oral final exam's mark as follows

$$FE = (DW + OFE)/2$$

Rounding rule: rounded up from 0.51.

#### 8.3 Condition of receiving the diploma:

- Successful final exam;
- The Master's degree requires a high level (C1) complex-type language exam acknowledged by the State in English language and another high level (C1) complex-type language exam acknowledged by the State in any official language of the EU or an equivalent maturity exam or document.

#### 8.4 Assessment of the grade of the diploma

According to the provisions of the NUPS Regulation on Studies and Exams, the grade of the diploma shall comprise of the simple average of the following:

- the mark of defending the diploma works;
- the mark of the oral part of the final exam;
- the study averages (up to two decimal points) of completed semesters rounded up to a whole number:

$$(DW + FE + ((Av1 + \dots + Avn)/n)) / 3$$

The grade of the diploma shall be assessed by taking into account the following limits and the values calculated with the above method:

- excellent with merits, if the average is 5.00
- excellent, if the average is 4.51-4.99
- good, if the average is 3.51-4.50
- mediocre, if the average is 2.51-3.50
- sufficient, if the average is at least 2.00 – but not more than 2.50;

### 11. Professional practice:

The professional practice of 4 weeks takes place in the third semester of the programme. Completion of the professional practice shall be verified by registering to the course-unit “professional practice” and by obtaining a duly issued certificate of completion.

Completion of the professional practice of those who work in the public sphere can also be verified by the employer's certificate if the student has worked at least for a period not less than the period of the professional practice.

Prior to commencing the professional practice the student shall agree with the leader of the teaching group or with the head of the department/the lecturer in charge



of the programme on the place and the time of performing the professional practice as well as the tasks to be performed there. During the professional practice the student shall acquire knowledge about the structure, the operation, the contacts and the everyday work processes of the selected organisation. At the end of the professional practice the student shall prepare a short summary on the experiences gained and the tasks performed at the host organisation. The summary shall be attached to the certificate on the professional practice signed by the head of the organisation or the person supervising the practice.

The detailed order of organising, applying to and completing the professional practice can be found in the regulation on professional practices of the National University of Public Service.

The professional practice can be completed at any place of professional practice having a cooperation agreement with the university. The selected organisation and the student shall sign a cooperation agreement or, when necessary, a student's work contract on performing the professional practice.

A certificate including a detailed evaluation shall be prepared on completing the professional practice to be submitted by the student to the Studies Department upon the expiry of the term of the professional practice. During the professional practice a working log can be kept when requested by the host organisation.

## **12. The training programs accepted as previous studies when entering the Master's program:**

### **12.1. accepted with full credit value**

Programs accepted for entry without further conditions: any bachelor's or master's degree of college or university level obtained in NUPS or any of its predecessor institutions.

### **12.2. the bachelor's programs that can be taken into account with priority for the entry by completing the credits specified in point 11 of the KKK (“training and output requirements”):**

Any bachelor's or master's degree of college or university level obtained in a program accredited in Hungary or equivalent to it shall be taken into account with priority for the entry by completing the credits specified in point 11.

### **12.3. Conditions of entry to the master's training:**

On the basis of the comparison – in the Act on National Higher Education – of the credited knowledge, the student should have at least 60 acknowledgeable credits from his/her previous studies in the following fields of knowledge:

It is the condition of entry to the master's training that the student should have at least 30 credits in the knowledge fields listed. The missing credits must be obtained parallel with the master's program within two semesters upon admittance, in accordance with the university's regulation on studies and exams.

## **Conditions of admittance to the master's program**

The scope of knowledge specified in point 11 of the training and output requirements (KKK) of the International Public Service Relations Master's program, listed according to the main study fields	Credits to be completed in semester 1	Credits to be completed in semester 2	Credits to be completed in semester 1 or 2
<b>Basic knowledge:</b>			
sociology, psychology, philosophy, anthropology, economics, macro- and microeconomics, business economics, basics of finance, basics of social science			
<b>Legal sciences:</b>			
(public) international law, public law, constitutional law, business law, basics of legal sciences, finance law and finances (domestic and international tax law, international finances), labour law			
<b>Political sciences:</b>			
basics of political sciences, public policy, political thought, history of politics			
<b>International relations and international organisations</b>			
studies on the European Union and on international organisations, policies of the EU, international studies			
<b>Security policy and military science</b>			
basics of strategy and security policy, basics of military history and military science			
<b>Public administration sciences</b>			
public administration science, history of administration (constitutional and public administration history), general administrative studies (organisation of the public administration, the basic institutions of public administration law), basics of specialised administration (the system of specialised administration, in particular international administration), basics of public service, public administration law			
Subtotal:	1-15	1-15	1-30
<b>Grand total:</b>			

Subject to support by the lecturer in charge of the program, the credit transfer committee can approve the accepting of other fields of knowledge by acknowledging their credits.

Having a language exam in English equaling the C1 level of the Common European Language Framework of Reference (CEFR) or an equivalent maturity exam certificate or diploma is an entry requirement to the Master's program.

**13. Quality assurance of the master's program:**

The lecturer in charge of the program shall be responsible for the quality assurance of the International Public Service Relations Master's program in English. The program is managed and the tasks of program development are performed by the Faculty of International and European Studies.

Budapest, 3rd of December 2015

.....  
associate professor  
in charge of the program

**14. Course-unit programs** (attached in Annex 3)

**15. Notes and amendments related to the curriculum:**