POLTAVA UNIVERSITY OF ECONOMICS AND TRADE

Educational and Scientific Institute of full-time education Educational and Scientific Institute of correcpondence and distance learning Department of Law

SYLLABUS

academic discipline

"International standards of public administration and European integration"

for the 2023-2024 academic year

Year and semester of study	Year 1, semester 2
Educational program / specialization	"Public administration"
Specialty	281 Public Administration
Branch of knowledge	28 Public Administration
Degree of higher education	Master

Name of teacher, who is responsible for the discipline, scientific degree and academic title, position

Bohdan Strilets
PhD in Law
assistant professor at the Department of Law

Contact phone	+38-099-38-26-554
E-mail address	strbogdanwq@gmail.com
Class schedule	http://schedule.puet.edu.ua/
Consultations	full-time: http://www.pravo.puet.edu.ua/
	online: by email, Monday-Friday 10am-5pm
Distance course page	

Name of teacher, who is responsible for the discipline, scientific degree and academic title, position

Olena Yakubenko candidate of historical sciens associate professor at the Department of Law

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Consultations	full-time: http://www.pravo.puet.edu.ua/
	online: by email, Monday-Friday 10am-5pm
Distance course page	

Description of the academic discipline

The purpose of studying the discipline	formation of students' modern managerial thinking and a system of special knowledge in the field of international and European experience of public administration, relevant competencies based on mastering basic theoretical principles and necessary practical skills to effectively carry out these activities in the domestic economic and political environment.
Duration	3 ECTS credits / 90 hours (lectures 18 hours, seminars 14 hours, individual work 58 hours); correspondence form of education: 3 ECTS credits/90 hours (lectures 4 hours, seminars 4 hours, individual work 82 hours)

Forms and methods of	lectures and seminars in the classroom with the use of information technology,
teaching	independent work with sources, basic and additional educational and
teaching	methodological literature outside the classroom
Current and final control	current control: attending lectures; discussion of theoretical and practical
	material at the seminar; testing; performance of educational tasks provided by
system	the plan of independent work; current modular work; final control: test
	regarding the concept of public administration and international standards in
	this area, trends in modernization of public administration and institutional
	development of government, the role of regional and local governments in
	public administration, quality management systems in public administration
	and their implementation, sustainable development and public administration,
	standards of European governance as components of the European
	administrative space, institutional support of European governance, the role of
Basic knowledge	regional and local governments of EU member states and their involvement in
	EU policy-making, organization of public service in the European Union,
	development of relations between civil servants and citizens according to the
	EU standards, the European Transparency Initiative, and lobbying experience,
	the European Standardization Experience, European Consultation Standards,
	European standards of migrant workers' protection, cooperation of the
	European Union with Ukraine in accordance with the Association Agreement
	(in areas related to public administration).
Language of teaching	English

The list of competencies provided by this discipline, program learning outcomes

№	Competencies that should be mastered by a	Program results of	
3/П	student	teaching	
	General com		
1.	Ability to abstract thinking, analysis and synthesis (3K 01)	Implement effective management of innovations, resources, risks, projects, changes, quality, apply modern models, approaches and technologies, international experience in the design and reorganization of management and general organizational structures (PH06).	
	Special (professional, su	bject) competencies	
2.	Ability to organize the activities of public administration bodies and other public organizations(CK 02);	· · · · · · · · · · · · · · · · · · ·	
3.	Ability to determine indicators of sustainable development at the higher, central, regional, local and organizational levels(CK 04);	Be able to develop national / regional policy documents for the development of public administration, using a systematic analysis and integrated approach, as well as teamwork methods(PH 07);	

No	Competencies that should be mastered by a	Program results of	
3/п	student	teaching	
4.	Ability to carry out scientific and research activities in the field of public administration and administration (CK 09);	<u> </u>	
5.	Ability to make sound management decisions taking into account issues of European and Euro-Atlantic integration(CK 10).	Develop sound management decisions taking into account issues of European and Euro-Atlantic integration, take into account the objectives, existing legal, time and resource constraints, assess the political, social, economic and environmental consequences of solutions(PH 11).	

Thematic plan of the discipline

		I nematic plan	or the	discipline		
Name of	Type of					
module, section,	educational	Tasks for individual work in the context of topics				
topic	work	•				
1	2			,	3	
Module	1. International sta	indards of public	admi	nistration a	nd their implen	entation
Topic 1. Public	Attending a	1. Refer to the re	ecomn	nended sourc	es of informatio	n, as well as library
administration	lecture.	and bibliographi	c elect	ronic resourc	ces in order to co	omplete the table:
and international	Discussion of					1
standards	theoretical and	Criterion	Inter	national	European	standards of
	practical material				of public adm	
	at the seminar.		publi		or public dam	
	Testing.		_	nistration		
	Execution of educational tasks.	Conceptual	Publi			
	educational tasks.	-				
		apparatus		nistration,		
				ocratic		
				rnance		
		Sources		P documents	8	
		International	The U	JN		
		organizations				
		2. Using the basic and additional educational and methodical literature,				
		in particular, the textbook: Стандарти європейського врядування:				
		навч. посіб. / авт. кол. : І. А. Грицяк, О. Ю. Оржель, С. М.				
		Гладкова та ін. ; за заг. ред. І. А. Грицяка. – К. : НАДУ, 2011. – 184				
		c., give in the table below a list of basic theories and schools of public				
		administration in chronological order of their origin and formation.				
				C	J	
		School of pr	ublic	Period of	Basic ideas	Representative
		administration		formation		S
				and		
				developm		
				-		
			l	ent		
		The theory	of	ent Early	Power is	Max Weber

		huraquaraay	conturer	to the law	
		bureaucracy	century	to the law, and the activities of the bureaucracy are carried out on the basis of rational routine	
Topic 2. Trends in modernization of public administration and institutional development of government	Attending a lecture. Discussion of theoretical and practical material at the seminar. Testing. Execution of educational tasks.	1. Using the basic and in particular, the to управління: Курс лек Д. Полянський, С. М Гусаченко; За заг. ре Чемериса, С. В. Заго К.: Вид-во НАДУ, 20 and political bureaucra and H. Trailer). 2. 2. Analyze an excersociety" (Chapter 3 § terms of characterizing an answer to the following bureaucracy do states administrative reforms Excerpt: "Legal domitype is bureaucratic ruany laws are adopted a certain formal procedexercises power may its parts are enterprise appointed by the leader of the government ("ci	extbook: Св сцій / Уклад. . Гладкова, Сед. О. Ю. Ое роднюка, О. 007. — 76 с, at in modern rpt from the value of the bureauch lowing quests a prefer to cest expression exists and can be challed the challed on the challed of the cest	вропейський до .: О. Ю. Оржели С. В. Соколик, Гоболенського, С. Л. Приходько, give abstract exconditions (mode work of Max West express of legitime tratic model of gion: what feature overcome by catched the principles here anged if desired the members of the appointed, this magement staff of abordinates are considered.	свід державного в, О. М. Палій, Ю. І. І. Крайник, Т. О. В. Сьоміна, А. О. Л. О. Воронько tamples of classical eled on G. Schmidt eber "Economy and tate domination") in overnment. Prepare res of the classical rrying out modern the rules. Its purest e are as follows: 1) in accordance with the association and all consists of officials
Topic 3. The role of regional and local governments in public administration	Attending a lecture. Discussion of theoretical and practical material at the seminar. Testing. Execution of educational tasks.	1. Using the main a literature, domestic le analyze the following administration issued department of the na provide a legal assess regional state administration of responsibility of oregulated and what the EU. 2. Refer to the recombibliographic electrons of (https://zakon.rada.gov.describe legal protection)	gislation and situation: "" an order to ational police sment of the tration, as we fficials at the is has to do mmended so ic resources, Local v.ua/laws/sho	I the provisions. The chairman of dismiss the heads, and also appose legality of accell as to establishe supranational with the principal ources of information as well as to the w/994_036#Text	of the EU acquis, f the regional state ad of the territorial pointed an interim", tions heads of the h whether the issue level in the EU is the of subsidiarity in mation, library and the European Charter Self-Government

	<u></u>	
Topic 4. Quality management systems in public administration and their implementation	Discussion of theoretical and practical material at the seminar. Testing. Execution of educational tasks.	1. Guided by the provisions of the document "ISO 9000: 2005, IDT: Basic provisions and glossary" (https://dbn.at.ua/_ld/11/1128_432_iso9000-1pdf), characterize the feasibility of quality management systems, system requirements quality management and approaches to quality management systems, 2. Using the main and additional educational and methodical literature, in particular, the methodical manual: Підгаєць П., Бригілевич І. Система управління якістю як інструмент вдосконалення діяльності органу місцевого самоврядування. Методичний посібник / [Підгаєць П., Бригілевич І. – К.]; Швейцарсько-український проект «Підтримка децентралізації в Україні – DESPRO». – К. : ТОВ «Софія-А». – 2012. – 134 с., describe which documents are necessary for the implementation of the quality management system in the executive authorities / local governments.
Topic 5. Sustainable (balanced) development and public administration	Attending a lecture. Discussion of theoretical and practical material at the seminar. Testing. Execution of educational tasks.	1. Refer to the recommended sources of information, as well as library and bibliographic electronic resources in order to describe how the UN Sustainable Development Goals are implemented in Ukraine. Using the Google search engine, find domestic regulations aimed at achieving sustainable development goals. 2. Using the recommended sources of information, identify the goals of the Sustainable Development Goals which include the following global objectives: "promoting the rule of law at the national and international levels and ensuring equal access to justice for all", "creating effective, accountable and transparent institutions at all levels". Define the goal and indicate the equivalents of these global goals among the national goals of sustainable development.

Module 2. European standards of public administration in the context of Ukraine's European integration

Topic 6. European governance standards as components of the European administrative space	Attending a lecture. Discussion of theoretical and practical material at the seminar Testing. Execution of educational tasks.	1. Get acquainted with the structure and content of the following documents: International Code of Conduct for Public Officials; European Code of Good Administrative Behavior; Model Code of Conduct for Civil Servants (Annex to Recommendation № R (2000) 10 of the Committee of Ministers of the Council of Europe on Codes of Conduct for Civil Servants of 11 May 2000), codes of ethics for civil service of certain foreign countries (optional). Taking into account the provisions of the Law of Ukraine "On Prevention of Corruption" of October 14, 2014 № 1700-VII, Rules of Ethical Conduct of Civil Servants (approved by the Cabinet of Ministers of Ukraine on February 11, 2016), give the answer to the question: what, in your opinion, provisions from the specified international sources it is expedient to borrow to domestic lawyers at perfection of rules of ethical behavior of civil servants and officials of local government?
		Servants (approved by the Cabinet of Ministers of Ukraine on February 11, 2016), give the answer to the question: what, in your opinion,
		borrow to domestic lawyers at perfection of rules of ethical behavior of civil servants and officials of local government?
		2. Refer to the recommended sources of information, library and bibliographic electronic resources in order to solve the following problem. There have been violations of the European Code of Good

Administrative Behavior in EU Member State A. Does the EU

		Commission have the right to apply to the Court of Justice to initiate proceedings against State "A"? Is it possible to bring State "A" to justice for such violations and which entity can be held accountable in this case?
Topic 7. Institutional support of European governance	Attending a lecture. Discussion of theoretical and practical material at the seminar. Testing. Execution of educational tasks.	1. Using the basic and additional educational and methodical literature, provide the list of EU institutions. 2. Refer to the recommended sources of information, library and bibliographic electronic resources, as well as the EU Treaty and the Treaty on the Functioning of the EU (https://zakon.rada.gov.ua/laws/show/994_b06#Text) in order to resolve the next task. The Committee of the Regions has submitted a bill to the European Parliament regarding the change in the number of members of the Committee of the Regions and the procedure for their appointment. Do the actions of the Committee of the Regions comply with EU law? Which institution in the EU has the right of legislative initiative?
Topic 8. The role of regional and local governments of EU Member States and their involvement in European Union policy-making	Discussion of theoretical and practical material at the seminar. Testing. Execution of educational tasks.	1. Refer to the recommended sources of information, library and bibliographic electronic resources, as well as the EU Treaty and the Treaty on the Functioning of the EU (https://zakon.rada.gov.ua/laws/show/994_b06#Text) in order to analyze EU founding treaties to enshrine the principles of proportionality and subsidiarity. 2. Drawing on the provisions of the European Parliament Resolution of 14 January 2003 on the role of regional and local authorities in European integration (https://www.europarl.europa.eu/sides/getDoc.do?pubRef=-//EP//TEXT+TA+P5-TA-2003-0009+0+DOC+XML+V0//EN&language=EN), analyze in writing the role of regional and local authorities in European integration.
Topic 9. Organization of public service in the European Union	Attending a lecture. Discussion of theoretical and practical material at the seminar. Testing. Execution of educational tasks.	1. Refer to the recommended sources of information, library and bibliographic electronic resources, as well as the EU Treaty and the Treaty on the Functioning of the EU (https://zakon.rada.gov.ua/laws/show/994 b06#Text) in order to describe how the public service of European commissioners in the EU Commission differs from the representation of states in the EU Council. Find out whether the commissioners have the right to represent the interests of their country in the framework of the EU Commission. 2. Refer to the recommended sources of information, library and bibliographic electronic resources, in particular, Гейвах П. Порівняльний аналіз організації державної служби Німеччини, Австрії та України/ П. Гейвах // Державне управління та місцеве самоврядування. – 2012. – №1. – С.163–172, in order to analyze the German and Austrian public service systems and access to them.

Topic 10. Development of relations between civil servants and citizens: standards of the European Union	Discussion of theoretical and practical material at the seminar. Testing. Execution of educational tasks.	1. Refer to the recommended sources of information, as well as library and bibliographic electronic resources in order to prepare an electronic presentation with detailed text support on "Development of relations between civil servants and citizens in the European Union." 2. Refer to the recommended sources of information, as well as library and bibliographic electronic resources in order to provide recommendations / suggestions on the interaction of citizens and civil servants in Ukraine in accordance with EU practice.
Topic 11. European Transparency Initiative and lobbying experience	Attending a lecture. Discussion of theoretical and practical material at the seminar. Testing. Execution of educational tasks.	1. Get acquainted with the dissertation of Brizitsky MI "Legal mechanism of lobbying: general theoretical and comparative legal characteristics", to make a summary of the main provisions of labor. Link: http://law.lnu.edu.ua/wp-content/uploads/2016/02/%D0%94%D0%B8%D1%81%D0%B5%D1%80%D1%82%D0%B0%D1%86%D1%96%D1%8F_%D0%91%D1%80%D0%B8%D0%B7%D1%96%D1%86%D1%8C%D0%BA%D0%B8%D0%B9.pdf 2. Analyze the Draft Law on Lobbying 5144-1 of October 5, 2016 (http://w1.c1.rada.gov.ua/pls/zweb2/webproc4_1?pf3511=60191), highlight its strengths and weaknesses.
Topic 12. European experience of standardization	Discussion of theoretical and practical material at the seminar. Testing. Execution of educational tasks.	1. Refer to the recommended sources of information, as well as library and bibliographic electronic resources, in particular, Стандарти європейського врядування: навч. посіб. / авт. кол.: І. А. Грицяк, О. Ю. Оржель, С. М. Гладкова та ін.; за заг. ред. І. А. Грицяка. – К.: НАДУ, 2011. – 184 с., in order to highlight the principles that are common to all European organizations on standardization 2. Based on media materials and Internet sources, comment in writing on 3 examples of implementation of standards in Ukraine for 2020-2022.
Topic European standards consultation for	Discussion of theoretical and practical material at the seminar. Testing. Execution of educational tasks.	1. Using the provisions of the EU Commission document of 2002 "General principles and minimum standards for consultation of interested parties by the Commission " (IPS), describe the basic principles of preparation and consultation, which are conducted to ensure participation in the formation and implementation of European policy of all stakeholders. 2. Refer to the recommended sources of information, as well as library and bibliographic electronic resources in order to give examples of Ukraine's implementation of European standards for consultations.
Topic 14. European standards for the protection of migrant workers	Discussion of theoretical and practical material at the seminar. Testing Execution of educational tasks.	1. Using the provisions of the European Convention on the Legal Status of Migrant Workers of 24 November 1977 (https://zakon.rada.gov.ua/laws/show/994_307#Text), describe in writing the specifics of the return of migrant workers to their country of origin. 2. Refer to the recommended sources of information, library and bibliographic electronic resources and search engines on the Internet in order to give known examples of the application of European standards for the protection of the rights of migrant workers.

Topic 15. Cooperation of the European Union with Ukraine: Association Agreement	Attending a lecture. Discussion of theoretical and practical material at the seminar. Testing. Execution of educational tasks.	1. Refer to the recommended sources of information, as well as library and bibliographic electronic resources in order to prepare an electronic presentation with detailed text support on "Stages of development of cooperation between Ukraine and the EU." 2. Use the recommended sources of information, the provisions of the Association Agreement (https://zakon.rada.gov.ua/laws/show/984_011) in order to analyze the functions and powers of the main bodies of bilateral cooperation between Ukraine and the European Union.

Chapter 6. Information sources *Basic*:

- 1. Європейські стандарти публічного управління та адміністрування: навчально-методичний посібник для здобувачів освітнього ступеня «магістр» зі спеціальності 281 Публічне управління та адміністрування усіх форм навчання / упоряд.: Н.В. Ільченко, К.Д. Плигач; М-во освіти і науки України, Черкас. держ. технол. ун-т. Черкаси: ЧДТУ, 2019. 50 с. URL: http://elib.chdtu.edu.ua/e-books/4514
- 2. Євроінтеграція в умовах війни: виклики і перспективи. Аналітична доповідь. Грудень 2022 р. URL: https://razumkov.org.ua/images/2022/12/28/2022-MATRA-IV-KVARTAL -7.pdf
- 3. Міжнародні стандарти державного управління: навч. посіб. для здобувачів ступеня вищ. освіти магістр спец. «Право» освіт.-проф. програми «Правознавство»; Т. О. Коломоєць та ін.; за заг. ред. дра юрид. наук, проф. Т. О. Коломоєць; Запоріз. нац. ун-т, Навч.-наук. лаб. дослідж. проблем служб. права Нац. акад. прав. наук України. Запоріжжя: Гельветика, 2018. 55 с.
- 4. Стандарти європейського врядування: навч. посіб.; авт. кол.: І. А. Грицяк, О. Ю. Оржель, С. М. Гладкова та ін. ; за заг. ред. І. А. Грицяка. К. : НАДУ, 2011. 184 с.
- 5. Питання європейської та євроатлантичної інтеграції: Указ Президента України від 20 квітня 2019 р. № 155/2019. URL: https://www.president.gov.ua/documents/1552019-26586
- 6. Quality of Public Administration A Toolbox for Practitioners. *The Official Website of the European Commission*. URL: https://ec.europa.eu/esf/BlobServlet?docId=13941&langId=en
- 7. Strategy for public administration reform in ukraint for 2022–2025. URL: https://www.kmu.gov.ua/storage/app/sites/1/reforms/pars-2022-2025 -eng.pdf

Additional:

- 1. Довгань В. І., Радченко О. В., Вавринчук М. П. Оцінка якості надання адміністративних послуг на базовому рівні. Вісник Національної академії Державної прикордонної служби України. Серія: Державне управління. 2017. Вип. 1. URL: http://nbuv.gov.ua/UJRN/Vnadpsdu_2017_1_10
- 2. Європейський вимір реформування публічного управління в Україні: матеріали Міжнародної науково-практичної конференції (2 листопада 2018 року) / за заг. ред. О. І. Пархоменко-Куцевіл. К.: ДП "Видавничий дім "Персонал", 2018. 144 с.
- 3. Зозуля В. О. Принципи демократичного врядування в умовах глобалізації. *Інвестиції: практика та досвід.* 2017. № 18. С. 108–112.
- 4. Індекс Євроінтеграційного Економічного Поступу в Україні: три роки на шляху до єдиного європейського економічного простору, 2014 -2016: аналітичний звіт. Поліс. фонд міжнар. та регіон. дослідж. (Чернігів), Асоц. регіон. аналіт. центрів, Ін-т екон. дослідж. та політ. консультацій; упоряд. М. Корявець. Чернігів: Роговець Тетяна Віталіївна, 2017-2018. 48 с.
- 5. Карабін Т. О. Забезпечення міжнародних стандартів адміністрування в контексті положень Угоди про асоціацію між Україною та ЄС. *Прикарпатський юридичний вісник*. 2016. № 4. С. 64-67.

- 6. Лихач Ю. Ю. Формування європейських стандартів державного управління в країнах Європейської політики сусідства. *Право та державне управління*. 2017. № 1. С. 185-190.
- 7. Прилипчук О. Європейський адміністративний простір: принципи та засади. *Державне управління та місцеве самоврядування*. 2016. Вип. 2. С. 46–50. URL: http://nbuv.gov.ua/UJRN/dums-2016-2 8
- 8. Сиротюк Т. С. Сучасна євроінтеграція України. *Українське суспільство в умовах воєнного стану: сучасні виклики та напрямки розвитку: матеріали Всеукр. наук. конф. молодих вчених* (м. Одеса, 6 червня 2022 р.); уклад.: Ю. Д. Батан, В. С. Кучерявенко, Л. С. Бондарчук та ін.; за ред. М. Р. Аракеляна, К. І. Спасової. Одеса: Фенікс, 2022. С. 632-634
- 9. Шевченко О. О., Коваленко М. М. Наближення публічного управління в Україні до європейських стандартів. *Вчені записки ТНУ імені В. І. Вернадського. Серія: Державне управління*. 2017. № 1 (Том 26 (67)). С. 27–32.
- 10. Шинкар В. А., Рошко С. М., Яцко Г. В. Формування євроінтеграційної стратегії України. Науковий вісник Ужгородського національного університету. Сер. Міжнародні економічні відносини та світове господарство. 2017. №12. Ч. 2. С. 173-176
- 11. A network of expressways is being developed in Ukraine (2020, Jenuary). Ukravtodor. URL: https://ukravtodor.gov.ua/press/news/v_ukraini_rozbudovuietsia_merezhashvydkisnykh_dorih.html [in Ukrainian].
- 12. Communication from the Commission on Temporary Crisis and Transition Framework for State Aid measures to support the economy following the aggression against Ukraine by Russia (2023/C 101/03), 17 March 2023.
- 13. SIGMA. 2018. "Baseline Measurement Report: the Principles of Public Administration. Ukraine June 2018." Available at http://www.sigmaweb.org/publications/Baseline-Measurement-Report-2018-Ukraine.pdf (last accessed 10 December 2019).
- 14. The next steps in EU Economic Integration.Brussels, 24 April 2023. URL: https://www.csis.org/analysis/next-steps-eu-economic-integration
- 15. United we stand: European integration as a response to global fragmentation Speech by Fabio Panetta, Member of the Executive Board of the ECB, at an event on "Integration, multilateralism and sovereignty: building a Europe fit for new global dynamics" organised by Bruegel. URL: https://www.ecb.europa.eu/press/key/date/2023/html/ecb.sp230424 67a4af298c.en.html

Discipline study and assessment policy

Policy on deadlines and rescheduling: tasks that are passed in violation of deadlines without good reason are evaluated at a lower score (75% of the possible maximum number of points per activity). Module retaking takes place with the permission of the lead teacher if there are good reasons (for example, sick leave).

Academic integrity policy: Write-offs during current modular work and testing are prohibited (including using mobile devices).

Attendance policy: attendance is a mandatory component. For objective reasons (eg illness, employment, internship) studying can take place online (Moodle) in consultation with the lead teacher.

Policy of enrollment in non-formal education: http://puet.edu.ua/uk/publichna-informaciya

EvaluationThe final grade for the study of the discipline is calculated through the current assessment

Types of work	Maximum number of points
Module 1 (topics 1-5): discussion of theoretical issues and practical material in a seminar (3 points); testing (7 points); doing tasks provided by the plan of independent work (2 points); current modular work (8 points)	50
Module 2 (topics 6-12): discussion of theoretical issues and practical material in a seminar (3 points); testing (7 points); doing tasks provided by the plan of independent work (2 points); current modular work (8 points)	50
Total	100

Scale of assessment of applicants for higher education based on the results of studying the discipline

The sum of points for all types of educational activities	ECTS scale score	Score on a national scale
90-100	A	Excellent
82-89	В	Good
74-81	C	Fair
64-73	D	Satisfactory
60-63	Е	Satisfactory enough
35-59	FX	Unsatisfactory with the possibility of retaking
0-34	F	Unsatisfactory with compulsory re-study of the discipline