

Territorial administration

Form of training / Information package

- Regular/ part-time, for the holders of a “Bachelor” degree in the same major - **Specialists - 2 semesters.**
- Regular/ part-time, for the holders of a “Bachelor” or a “Master” degree in other majors or professional “Bachelor” degree in the same direction of study – **Non-specialists - 4 semesters.**

Accreditation

The program is accredited up to 2014.

Training

The training is carried out by the Faculty of Law and History.

Course summary

Training of students in degree programs in their specialty "Territorial administration" is to be educated highly qualified specialists for the needs of the public administration in accordance with the administrative reform and our membership in the European Union, and shall apply standards of the leading in the country and abroad senior schools.

The educational content of education and qualification degree of "master" provides knowledge in the areas: management, law, economics, political sciences. It is oriented and on the development of skills and capabilities for the identification of problems and analysis of the trends in social processes; for interaction with the political structures, the public and the media, to work in a team; for efficient organization and high culture of the administrative service, for the management of change in the public sector, etc.

His graduation program of specialization provide in-depth knowledge and contribute to the development of the skills and capabilities for the development and implementation of strategies in the work of the administrative-territorial units, for the effective management of administrative structures and activities, to make rational and timely management decisions and control the implementation.

A leading requirement in the training of public administration is to build professionals for a broad- sector realization as leaders in the general and the specialized administration at the local, territorial and national level, in the administration of each sphere of public life. Master's course is aimed at educating of professionals, able to quickly adapt to a change, the dynamics of the market economy and business, to the standards of developed democracies of the European Union as a single administrative space. The aim is to help the trainees to acquire specific skills and to build in itself for a more in-depth understanding of contemporary problems and approaches to their resolution. Particular attention is given to the practical application of knowledge and the formation of the skills to deal with difficult and conflicting situations, reflecting the actual complexity of social reality.

After the completion of the training student should know and may:

To know:

- Be aware of the subject and the content public management; specific characteristics of the local government and administration;
- Be aware of the elements and the structure of the individual legal standards, which establish the rules for the activity of the territorial administration;
- To know a detailed legal basis of the activity of administration and the various legal regimes.
- Be aware of the financial management and control systems in the public sector.

After completion, student should May:

- To analyze and apply to practice their knowledge of departmental management case studies;
- To use modern sources of information and to use them in the practical work.
- To adapt to change, to the development of market economy and the public sector, to the standards of developed democracies of the European Union as a single and an equivalent administrative space.

To be:

- Responsible in their professional activity;
- With attitude for the continuous self-improvement and development in their profession;
- Adaptive to dynamics in the administrative practice and management.

Graduates from training in program "Territorial administration" can be implemented in:

- In the common and the specialized administration at the local, territorial and national levels;
- Officials in the public administration system.
- Main experts and major inspectors, in public administration/central and territorial administration/;
- State experts and state inspectors in the public administration /central and local administration.

CONDITIONS FOR APPLICATION:

1. The applicants must have obtained a Bachelor degree in Public administration or other major.
2. The average grade of the semester and state exams of the applicants should be Good 3.50 for the paid form of the training.

STRUCTURE OF A TRAINING PLAN
Specialty: Public administration,
Master's program of Territorial administration
Training period: 1 Year

First year			
<u>First semester</u>	ECTS credits	<u>Second semester</u>	ECTS credits
<ol style="list-style-type: none"> 1. Territorial Administration in the Contemporary State 2. Systems for financial management and control 3. Interaction between the public intermediary and territorial administration 4. Management of public projects 5. Management and entrepreneurship in the territorial units 		<ol style="list-style-type: none"> 1. Management of change in the public sector 2. Strategic management in the administrative-territorial units 3. Business relations and communication skills of the employees in the administration 	
Elective subjects (Students choose one discipline)		Elective subjects (Students choose one discipline)	
<ul style="list-style-type: none"> ▪ Sociology of Labor ▪ Leadership ▪ Teams and team activity in the public administration ▪ Conflict of interests in the public sphere 	4.0 4.0 4.0 4.0	<ul style="list-style-type: none"> ▪ Comparative European public administration ▪ Municipal property ▪ Public order and municipal security ▪ Business correspondence and documentary 	4.0 3.0 3.0 3.0
	All 30		All 30
Graduate - protection of a diploma paper	15		

Territorial Administration in the Contemporary State

ECTS Credits: 5

Weekly Number of Classes: 3 classes (lectures) + 1 class (seminars)

Type of Knowledge Check: Continuous Assessment

Type of Exam: Written

Semester: I

Faculty and department providing the course:

Department of Public Law and Public Management,

Law and History Faculty

Lecturers:

Chief Assistant Gergana Zhivkova Kresnaliyska, PhD; Department of Public Law and Public Management, Tel: 073/ 83 32 08, E-mail: kresnaliyska@law.swu.bg

Annotation:

The academic course includes the study of basic issues of territorial administration in the contemporary state. The main purpose of the course is to form knowledge about how the territorial administration has been built and how it functions in the contemporary state as well as to reveal the role and tasks of the territorial administration in terms of constant changes.

Course Contents:

The Contemporary State and Role of Public Administration; Factors and Conditions Influencing the Territorial Administration; Eurointegration Processes and their Influence on Territorial Problems; The Civil Society and Territorial Administration; Territorial Administration in Information Society; Human Resources in the System of Territorial Administration; Administrative Service of Citizens and Business by the Territorial Administration; Interrelations between Central and Territorial Bodies of the Executive Power; Factors Determining the Degree of Independence of Local Power Regarding the Central Power; Distribution of Functions among the Management Levels; Relation between Self-Management and State Control; Influence of Local Authorities on Central Policy; Centralization and Decentralization of State Management; Mechanisms for Implementation of Interrelations between Central and Territorial Bodies of Executive Power; The New Role of Territorial Bodies of Executive Power; The Dialogue between Local Self-Management and Central Power; The Town under Conditions of Contemporary Territorial Policy; Partnership in the System of Local Power; Control in and over the Territorial Administration; Civil Control over Bodies of Local Self-Management and Local Administration; The Institution "Ombudsman" and its Significance for the Territorial Administration; Ethics and Standards of Behaviour in the Territorial Administration; Corruption and Counteraction of Corruption in the Territorial Administration; Comparative Analysis of Local Management in European Union Member States; Good Practices of Accessibility, Publicity and Transparency in the Activity of the Municipal Administrations of European Union Member States; Good Practices of Accessibility, Publicity and Transparency in the Activity of the Territorial Administration in Bulgaria; The Good Democratic Management at Local and Regional Level - European Challenge.

Mode of Teaching and Evaluation:

Lectures and seminars.

The lecture course is led in the traditionally approved way by using multimedia, too.

Seminars include disputation, discussion, deliberation of problematic situations, case resolution and discussion, assignments resolution; individual and collective work under the teaching material.

Evaluation of results achieved during the training process complies with the requirements of Ordinance № 21 of the Ministry of Education since September 30, 2004 for the implementation of the system of accumulation and credits transfer.

Literature Resources:

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SYSTEMS FOR FINANCIAL MANAGEMENT AND CONTROL

ECTS credits: 5

Course hours per week: 3l +1s

Form of assessment: ongoing assessment and exam

Exam type: written

Semester: 1

Methodological guidance:

Department of Finance and Accounting

Faculty of Economics,

Lecturers:

PhD Elena Stavrova, Department of Finance and Accounting
тел:0888 654 336 e-mail: stavrova@swu.bg

Annotation:

The subject "financial management and control in municipalities" aims to build the necessary theoretical and practical basis for acquiring knowledge in the field of public finance at the "Municipality", financial and tax policy and control the accumulation and using of public funds of the municipal budget.

Knowledge of the main sources for generating revenue and expenditure flows in local finance, the methodology for the development of basic revenue and expenditure account - the municipal budget, the stages of implementation and monitoring of the observance of legality in this process, an element of analysis in the proposed curriculum of course.

Provide appropriate terminology on multifaceted knowledge serving as a basis for development in other areas of public and legal sciences.

The task that has set the course he has to take into account the current state of legal normative basis at the time of teaching the course.

Developed rich text material, case studies and practical tasks aimed at reinforcing received as part of the course knowledge to develop and seek their actual application in practice.

Course content:

Financial system. Financial system of Bulgaria. Place of municipal finances and their relationships with other units of the fiscal and non-fiscal finances, budget system, system-factors. Principles of construction. Elements of the budget system. Institutional aspects and features of the financial system, financing local government for the municipality - the basic unit in the management of local finances. Functions and finance areas, municipalities and districts, municipal budget. Budget classification, Budget process. Economic preconditions for establishing a municipal budget, technology budget.

Local government authorities in the development and approval of the municipal budget; Revenue of the municipal budget, local taxes as a major revenue source municipal budgets, quasi-government revenues, project financing. Sources, development and approbation of the projects; Extra budgetary sources of funds for municipal financing, costs of the municipal budget, budgetary balance and regulation of municipal budgets.

Budget federalism, municipal debt. Forms of financing the budget deficit. Bank loan - a procedure for granting and repayment. Advantages of bank credit as a source of financing, financing of the municipal budget in debt instruments. Procedure for issuance of bonds. Eurobond strategies Execution and reporting of municipal budget. Responsibility of the Mayor and City Council in the management of the municipal budget. Cash execution of the municipal budget

Financial decentralization process for the recovery of tax and other public revenue to municipalities. Audit in the budget process and management of municipal resources. Institutional infrastructure of the audit process in Bulgaria.

Teaching and assessment:

The course ends with an exam. The course gives priority to practical and independent work of students, which is intended to be both individual and in work groups. The knowledge, skills and expertise in developing practical exercises and the homework, computer tests and course assignments are assessed. Ongoing assessment is performed. The aim of the ongoing assessment is to establish responsibility in respect of the prior training in systematic learning, formation of applied thinking skills, work with information products and ability to work as a team.

Interaction between public intermediary and territorial administration

ECTS credits: 4

Weekly classes: 2л+0су+0лу+0пу+р

Semester: second

Form of assessment: current assessment

Type of exam: written

Departments involved : Department of Public law and Public management , Law and history faculty

Lecturers: Margarita Chesmedzhieva, PhD, Senior Assist. Prof., Department of Public Law and Public management

Contact phone: 073/83 32 08, e-mail : margo@law.swu.bg

Annotation:

This subject of science aims at giving students knowledge about the legal regime of the ombudsman (public intermediary) institution, engaged in investigating and addressing complaints reported by individuals where their rights are violated by the actions and acts of government bodies. This subject gives knowledge about legal foundations, functioning and legal status of the institution; research, analysis and formulation of basic legal terms and mechanisms; explanation of national law applicable to the institution and comparison with European law.

Subject contents:

Concept of ombudsman. Systemic and functional characteristics. Emergence of the institution in Europe. Factors and conditions defining the necessity for the institution. Principles of structuring and functioning. Classification of ombudsmen. Legal status specifics of Bulgarian ombudsman. Ombudsman election procedure. Ombudsman's powers. Ombudsman's field of competence. Ombudsman's responsibilities. Administrative legal procedure for notification and functioning. Development and assertion of the institution of public intermediary in municipalities.

Teaching and assessment:

Lectures and seminars.

Lectures are according to the approved manner and include usage of multimedia, discussion on cases and solving them, solving control tasks, individual and class work on issues from the curriculum.

Evaluation of the results achieved during the education complies with the requirements of Regulation N21 of Ministry of Education from 30th September 2004 on the application of a system of accumulation and transfer of credits.

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2. Бойцова В.В. Служба защиты прав человека и гражданина. Мировой опыт. Москва, БЕК, 1996г. 2004г.
3. Гражданите и местната администрация, Омбудсман /наръчник на обществения посредник/, ЦСП, 1998г.
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6. Дерменджиев Иван, Проблеми на административното правораздаване. София, 1976г..

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10. Институцията омбудсман - концепция и законопроект за България, чуждо законодателство, ЦИД, София, 2000г.,
11. Институцията омбудсман в Европа и България, София, ЦИД, 2003г. 14. Местни обществени посредници в България, ЦИД, София, 2004г.
12. Обществен посредник в България, Първите три години, под ред. На Евгени Дайнов, ЦСП, 2000г.
13. Обществен посредник в България. Омбудсман. Първите три години, София, ЦСП, 2000г.,
14. Обществен посредник в България. Омбудсман. Първите три години, София, ЦСП, 2000г.
15. Славова М., Омбудсманът, българската перспектива, София, Гей Либрис, 2002г.
16. Цанков В., Омбудсманът /общественият посредник/ в Република България, Правна мисъл, 2004г., № 4
17. Цанков, Веселин, Омбудсманът /общественият посредник/ в Република България, София, ИПН БАН, 2004г.
18. Чешмеджиева, М. Институцията омбудсман /сравнителен анализ/, ССИ, София, 2006г.

PUBLIC MANAGEMENT

ECTS Credits: 6

Week Horarium: 30 Thematic Lectures, with included in them Seminar Exercises (with Model Problems, Cases, Tests, Problems for Individual Work, etc.)

Form of Examination of Knowledge: Semester Exam

Form of Exam: Written Test

Semester: Second /Non-Specialists/

Methodological Guidance:

Department "Public Law and Public Management",

Faculty of Law and History

Lecturer:

PhD Mladen Mladenov, Department "Public Law and Public Management",

phone: 0898 69 40 61, e-mail: mlivanovml@gmail.com

Annotation:

The main task of the training on the discipline is to form into students a clear concept about the Public Management in Theoretical, Normative and Practical point of view. The accents of the Etymology of Public Management; Concept of Public Management; The Core Idea of Leadership; Human Resource Management; Ethical Aspects of Public Management; Motivation in Public Management and others are the base of understanding of National and European legislation concerned Public Management and good practices in modern times. The practical approach of training aims to build capacity of good managerial skills of students, in face of challenges in current Public Management reality.

Contents of the Training Discipline:

In the Training Discipline there are examined the following themes: Etymology of Public Management; Concept of Public Management; The Core Idea of Leadership; Human Resource Management; Ethical Aspects of Public Management; Motivation in Public Management; Conflict Management; European Governance – A White Paper; Normative Principles of Public Administration; Civil Servants; Judiciary; E-government; Local Authorities; State Administration Management; Public Budget; Supreme Audit Institution; Financial Inspections; Senior Public Officials; Financial Management and Control in the Public Sector; Postmodern Public Administration; Public-Private Partnership; Decentralization; How to choose Public Policy; Program Management; Role of Civil Society; The Power of Media; Regulatory Impact Assessment; Performance Management; International Public Management; Public versus Private Management; Sources of Information.

Lectures and Seminars.

The Course of Lectures is leading completely with Multimedia techniques. All themes are with Practical Part and Lectures with Theoretical and Normative Issues, as such special attention is turned on the Public Management Practice.

The Seminars include examination of examples on Administrative and Judicial Practice; Sharing of Life, Civil and Professional Experience; Debating; Discussing; Considering of Problem Situations; Settlement and Discussion of Cases; Individual and Team Work over the Training Material.

During Semester the Students work out Course Work on Actual Thematic, connected with the Training Discipline and explore the Sources of Information in Library- and Internet Environment. Certification of Semester the Students receive after regular attendance of classes, as well the execution of placed Individual and Team Assignment.

Permission to Exam happens after presenting of prepared Course Work in written form in the day of exam.

The Assessment of the achieved results in the process of training is consistent with requirement of Ordinance № 21 of Ministry of Education and Science MOH from 30 September 2004 for Implementation of System of Accumulation and Transfer of Credits.

Literary Sources:

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4. DAFT, Richard L.; MURPHY, Jonathan; WILLMOTT, Hugh; Organization. Theory and Design, Seng Lee Press, Singapore, 2010, V-678;
5. DENHARDT, Robert B.; GRUBBS, Joseph W.; Public Administration. An Action Orientation, Fourth Edition, Thomson Wadsworth, printed in Canada, XII-475;
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8. FERLIE, Ewan; LYNN Jr., Lawrence E.; POLITT, Christopher, editors, "The Oxford Handbook of Public Management", Oxford University Press, 2005, V-731;
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30. ДИНЕВ, Димитър, Икономическите измами. Част втора Риск, Разкриване, Разследване и Предотвратяване, Институт на експерт проверителите на измами, София, 2012, 11-259;
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33. Internet Site International Monetary Fund
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36. Internet Site European Union
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38. АРАБАДЖИЙСКИ, Николай, Публично управление. Нова образователна парадигма на теорията на публичното управление в Република България, Издателство „Класика и Стил” ООД, София, 2008, IV-167;
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МЛАДЕНОВ, Младен, "Планиране и подготовка на одита на административното обслужване в публичния сектор", "Вътрешен одитор", година VIII, бр.6/2011.

Strategic Management in the Administrative-Territorial Units

ECTS Credits: 4

Weekly Number of Classes: 3 classes (lectures) + 1 class (seminars)

Type of Knowledge Check: Continuous Assessment

Type of Exam: Written

Semester: II

Faculty and department providing the course:

Department of Public Law and Public Management,

Law and History Faculty

Lecturers:

Chief Assistant Gergana Zhivkova Kresnaliyska, PhD; Department of Public Law and Public Management, Tel: 073/ 83 32 08, E-mail: kresnaliyska@law.swu.bg

Annotation:

The academic course includes the study of the basic issues related to strategic management in the administrative-territorial units. A main purpose of the discipline is to form knowledge about the mechanism of strategic management in the administrative-territorial units. The emphasis is placed on many practical problems, especially on the mechanism of realization of public strategies in the administrative-territorial units. The attention is directed towards the approaches, methods and models of strategic management of administrative-territorial units as well as the stages and phases of strategic change, modernization and reform in the management of the public sector of administrative-territorial units.

Course Contents:

Nature and Specificity of Strategic Management; State and Problems of Strategic Management in the Administrative-Territorial Units; Subjects and Objects of Strategic Management of the Public Sector in the Administrative-Territorial Units; Stages and Phases of Strategic Change in Organization; Nature and Specificity of Strategic Thinking and Action in the Administrative-Territorial Units; Public Strategies in the Administrative-Territorial Units; Public Policies in the Administrative-Territorial Units; Mission and Vision of the Organization – Foundation of the Strategy in Administrative-Territorial Units; Aims of the Public Sector in the Administrative-Territorial Units; Approaches, Methods and Models in Strategic Management of the Administrative-Territorial Units; Information and Forecast Insurance of Strategies in Administrative-Territorial Units; SWOT Implementation – Analysis in the Public Sector of the Administrative-Territorial Units; Elaboration, Evaluation and Choice of Strategies in Administrative-Territorial Units; Implementation of Strategies in Administrative-Territorial

Units; Barriers and Difficulties in the Implementation of Strategies in Administrative-Territorial Units; Monitoring, Control and Actualization of the Implementation of Strategies in Administrative-Territorial Units; Strategic Projects in the Public Sector of Administrative-Territorial Units; Modernization and Reform in the Management of the Public Sector of Administrative-Territorial Units.

Mode of Teaching and Evaluation:

Lectures and seminars.

The lecture course is led in the traditionally approved way by using multimedia, too.

Seminars include disputation, discussion, deliberation of problematic situations, case resolution and discussion, assignments resolution; individual and collective work under the teaching material. Evaluation of results achieved during the training process complies with the requirements of Ordinance № 21 of the Ministry of Education since September 30, 2004 for the implementation of the system of accumulation and credits transfer.

Literature Resources:

1. Vasilev, V., V. Aleksandrova, G. Kresnaliyska, M. Cheshmedzhieva, Terminological Dictionary of Public Law Science and Management of Public Activity, "Feneya", S., 2011.
2. Vasilev, V. G. Kresnaliyska, O. Chorbadzhiyska. Effective Public Management. SWU "Neofit Rilski", Bl., 2011.
3. Pavlov, P., Sv. Mihaleva, L. Pavlova. Strategic Management in the Public Sector. VFU "Chernorizets Hrabar", V., 2002.
4. Tarrago, F., M. Mirchev, G. Sheremetov, Strategic Management, UNWE, "Economy", S., 1999.
5. Paunov, M. Strategies of Business. S., 1997.
6. Angelov, A. Foundations of Management. "Trakiya-M", S., 1998.
7. Semerdzhiev, Tsv. Strategic Guidance. Leadership. PH "Softtrade", S., 2000.
8. Semerdzhiev, Tsv. Strategy (Setting, Resources, Abilities, Planning). "Classics and Style", S., 2007.
9. Stavrev, S. The Crisis of the Public Management. "Classics and Style", S., 2007.
10. Hristov, St. Strategic Management. UP "Economy", S., 2000.
11. Ribarska, E., V. Vasilev. Public Management. "BON", Bl., 2009.
12. Ribarska, E. Management of Changes in the Public Sector. S., 2004.
13. Hristov, H. New Approaches in the Management of the Public Sector. UNWE, S., 2005.
14. Tanev, T. Analysis of Public Policies. "Military Publishing House", S., 2008.
15. Tanev, T. Strategic Management of the Public Sphere. "Military Publishing House", S., 2008.
16. Luki, R., Harvard Business Essentials. Strategy. "Classics and Style", S., 2008.
17. Arabadzhiyski, N. Public Management. "Classics and Style", C., 2008.
18. Cohen, S., U. Eimike. The New Effective Public Manager. "LIK", S., 2000.
19. Vladimirova, K., K. Gabrovski, N. Stefanov, Strategic Management and Strategic Planning. UNWE, S., 2005.
20. Methodology for Strategic Planning in the Republic of Bulgaria Approved by the Administrative Reform Council at the Council of Ministers of the Republic of Bulgaria, S., 2010.
21. Handbook for Implementing, Monitoring and Evaluation of Policies and Legislation in Bulgaria, Consortium „Sema-Agrer-ENA” and Administration of the Council of Ministers of the Republic of Bulgaria; PHARE Project BG-0103.01 "Strategic Planning and Coordination", S., 2008.
22. Nonchev, A., Monitoring and Evaluation of Public Policies and Programs, Democracy Research Center, S., 2009.

Management of the changes in the public sector

ECTS Credits: 4

Weekly Number of Classes: 3 classes (lectures) + 1 class (seminars)

Type of Knowledge Check: Continuous Assessment

Type of Exam: Written

Semester: II

Faculty and department providing the course:

Department of Public Law and Public Management,

Law and History Faculty

Lecturers: PhD Zagorka Ivanova, Office Tel: 073/ 886621

Annotation:

The aim of the course is to build minimum knowledge and to form the ability for efficient application of the strategic approaches in the management of the human resources and the management of the changes in the public administration (PA).

The content of the educational material also proposes the theoretical and systematic layout and many analytical techniques and managerial advices and methods.

The theme included in the subject is consistent with the latest world publications, as well as the practical experience of the leading countries in this sphere.

The total duration of the discipline studied is 60 academic hours of lectures and 90 hours of extracurricular work.

Content of the course:

A strategic management- essence and characteristics. Strategic management of the human resources. Formulation of strategies. A strategic integration: an integration of the organizational strategy with the one for the management of the human resources. Challenges in front of the management of the human resources (MHR). Strategic fit. Possibilities for the application of the strategic management of the human resources in the public sector. Strategic management and an approach of the competence. A model of the competence. Management of the change – essence, subject and specification. Basic forms, types and properties of the change. Basic types of change, a theory of the field; planned model; a model of the research activity; an integrative model; public administration in the conditions of continuous changes. Basic factors influencing the changes in the public administration. A process of the management of the changes. Diagnosing the necessity of changes. Planning of the changes in the organization: approaches, methods and instruments. Realization of the changes. Basic styles for the management of the change and principles for the understanding of the organizational change. Resistance against the changes. Basic factors and reasons that arise resistance. Typical reaction of the people against the resistance: basic phrases. Strategies for overcoming the resistance: advantages and disadvantages. Agents of the change: role and behavior. Teams as agents of the change. Politics for balancing the change and the stability in the public administration. Control of the change by the organization and the employees.

Lectures and seminar exercises

The lecture course is held entirely with the support of a multimedia technology. All the themes are with a practical part as well as with a lecture part.

The seminar exercises include debate, discussion, disputing of problem situation, deciding and deliberating of cases, solving control tasks, individual and collective work on the educational material.

The evaluation of the results achieved during the process of education is consistent with the requirements of the Ordinance numbered 21 by the Ministry of Education, Youth and Science (MEYS) from September 30th, 2004 for the application of a system for compilation and transfer of credits.

Leadership

ECTS credits: 4

Weekly classes: 3л+1cy+0лы+0пу+p

Semester: I

Form of assessment: current assessment

Type of exam: written

Methodical Guidance:

Department of «Public Law and Public Management»,

Faculty of Law and History

Lecturer:

PhD Zagorka Ivanova, Office tel: 073/ 886621

Annotation:

The aim of the course is to build minimum knowledge and to form abilities for efficient knowledge and development of the leadership and leadership skills in the public sphere.

The content of the educational material also proposes theoretical and systematic layout and many analytical techniques and leadership advices and methods.

The themes included in the subject are consistent with the latest world publications as well as the practical experience of the leading countries in this sphere.

The total duration of the discipline studied is 30 academic hours of lectures and 60 hours of extracurricular work.

Content of the course:

The personal factor in the leadership. Basic characteristics of the personal factor in the management process. A characteristics of the authority- necessity, essence, sources. Authority. Basic characteristics. Types of authorities. Sources and relations with the leadership. Leadership and authority – essence and distinctions. Placing distinctions between the leader and the manager. Basic similarities and differences. Leadership. A definition. Basic characteristics. What is leadership? Where from come the ideas for its study? Classical definitions and basic characteristics. Leadership and leadership qualities. Classical ideas and research for leadership qualities. A summary of the classical and recognized studies. Leaderships styles. Influence of the conception of the leadership styles in the management. Famous classification of the leadership styles. Classical theories, concepts and theories for the study of the leadership. Theoretical aspects for the study of the leadership. An evolution of the theoretical knowledge and ideas.

Leadership in the authorized teams. The roles of the leader in the teamwork. Contemporary interpretations of the increased role of the leadership in the teamwork. New ideas for leadership – engagement, authorization, shared leadership. Familiarization with some of the new leadership ideas. Denhardt's concept for shared leadership in the public administration and its important role. Substitutes for leadership. Superleadership, management training. In search of instruments, substituting the role of the leadership. Some recognized conceptions for substituting the leadership in the organization. Application of the leadership theories. Practical evidences for the application of the theories in the practice of the leadership organizations. Good practices in the sphere of the leadership. Challenges in front of the current and future leaders – basic characteristics. Acquaintance with the contemporary concept for the influence of the changing society and the ideas of Toffler, Kotter, Drucker and others. Challenges of the changing priorities and values. Acquaintance with the continuously changing value system of the people and its influence over the management and work of the organizations. Challenges of the changing working power. Acquaintance with the tendencies for change in the working power worldwide. The seven ages of the leader. Classical thesis for the seven ages of the leader including one's recognition, formation and development.

Lectures and seminar exercises:

The lecture course is held entirely with the support of a multimedia technology. All the themes are with a practical part as well as with a lecture part.

The seminar exercises include debate, discussion, disputing of problem situation, deciding and deliberating of cases, solving control tasks, individual and collective work on the educational material.

The evaluation of the results achieved during the process of education is consistent with the requirements of the Ordinance numbered 21 by the Ministry of Education, Youth and Science (MEYS) from September 30th, 2004 for the application of a system for compilation and transfer of credits.

Comparative European public administration

ECTS credits: 4

Weekly classes: 2л+0су+0лу+0пу+p

Semester: optional

Form of assessment: current assessment

Type of exam: written

Departments involved : Department of Public law and Public management , Law and history faculty

Lecturers: Margarita Chesmedzhieva, PhD, Senior Assist. Prof., Department of Public Law and Public management

Contact phone: 073/83 32 08, e-mail : margo@law.swu.bg

Annotation:

This subject of science aims at giving students knowledge about the place and role of public administration in the public law system of foreign countries. This subject of science gives students the necessary theoretical knowledge about changes in the role and essence of public administration, which should be viewed against the background of increasing internationalization and globalization of public processes. Study of this subject is required also in connection with harmonization of Bulgarian and European law.

Subject contents:

Concept of public administration in foreign countries. Specifics of administration occurrence and developments. Organization principles of public administration. Characteristics of public administration. The public administration of Great Britain. System of government bodies. Government. Ministries. Local governments in Great Britain. French Public Administration. Public stewardship. Control on public administration activities. The public administration of Poland. Structure of state governance. Territorial bodies of central government. System of administrative services. The public administration of Ireland General description. Government. Controlling bodies in state governance. The public administration of Italy. Public stewardship. Structure of government bodies. The public administration of Greece. Government – ministers and ministries. Local governments. Other state and public bodies. The public administration of Finland. Structure of state governance and constitutional order. Characteristics of government. Regional government bodies.

Teaching and assessment:**Lectures and seminars.**

Lectures are according to the approved manner and include usage of multimedia, discussion on cases and solving them, solving control tasks, individual and class work on issues from the curriculum.

Evaluation of the results achieved during the education complies with the requirements of Regulation N21 of Ministry of Education from 30th September 2004 on the application of a system of accumulation and transfer of credits.

- Козырина, А.Н., Административное право зарубежных стран, Москва, Спарк, 2003г.
Къндева, Ем., Сравнителна публична администрация. Сиела, София, 2006г.
Къндева, Ем., Съвременно административно правосъдие, С. Сиела, 2003г.
Къндева, Ем., Местното административно управление в САЩ, с. УИ “Св. Климент Охридски”, 1993г.
Минели, А., Сравнително изследване на европейската публична администрация: Западна Европа, С., Изд. ГАЛ-ИКО, 2000г.
Верхайен Тони, Тодор Танев /съставители/, авторски колектив, Въведение в публичната администрация в сравнителен европейски контекст, Изд. ГАЛ-ИКО, С. 2000
Цакер, К., Европейско право, С., Сиби, 1998г.
Прудникова, А.С., Местное самоуправление /управление/ в зарубежных странах, Москва, Закон и право, 2008г.
Ведель, Ж., Административное право Франции, Москва, 2003г.
Брэбан, Г., Французское административное право, Москва, 1988г.
Крылова, И. С., Аппарат государственного управления современной Франции, Москва, 1982г.
Гримо Ж., Организация административной власти во Франции, Москва, 1994г.
Къндева Ем., Административно правосъдие, София, Сиела, 2006г.
Jennings I., Cabinet Government, 3d ed. L. 2000
Cane P., Introduction to Administrative Law., L. 1986
Alder J., Constitutional and Administrative Law, L., 1994

CONFLICT OF INTEREST IN THE PUBLIC SECTOR

ECTS credits: 4

Weekly classes: 3л+0су+0лу+0пу+р

Semester: I

Form of assessment: current assessment

Type of exam: written

Methodical Guidance:

Department of «Public Law and Public Management»,

Faculty of Law and History

Lecturer:

Assoc. Prof., PhD Neviana Kaneva, Contact phone: 073/83 32 08, Department of «Public Law and Public Management»

Annotation

The course focuses on the theory and regulations for the prevention and identification of the conflict of interest, the main practical issues related to conflicts of interest of people in the public office as well as the specific features in the management of conflicts of interest in the public sector.

Objectives

The objectives of the course are for the students to get to know the regulations of conflict of interest of people holding public office positions and the basic elements of the uniform system for managing conflicts of interest.

Course content:

The course content of the lectures is structured in the following topics:

1. Nature of conflicts of interest. Basic concepts. Types of conflicts of interest
2. Specifics of conflicts of interest in the public sector. Significance of the problem. Application scope of the Law for prevention and identification of conflict of interest.
3. Unified system for management of the conflict of interest. Levels of governance of the conflict of interest.
4. Types of tools for managing the conflict of interest. Institutional framework for management of the conflict of interest.
5. Regulation for preventive techniques for managing the conflict of interest – barriers for appointments, incompatibilities during working hours, recusal, restrictions after leave, no disclosure of information.
6. Regulations on declaration – types of declarations, responsibilities of people holding public office positions concerning declarations.
7. Procedures for identification of the conflict of interest – competent organs, the beginning of the procedure, procedure of the inspection, establishment of the conflict of interest.
8. Ways to protect the people, who have given the conflict of interest signal.
9. Consequences after an established conflict of interest – types of legal responsibilities, procedures, competence authorities.
10. Roles in the managing of conflicts of interest.
11. Analysis of the risks of conflict of interest – factors, approaches and criteria
12. Actions for identification and prevention of the conflict of interest.

Literature:

1. Team/Group/Panel. Conflict of interest in public administration. Models and mechanisms for limiting corruption. Sofia, Association "Transparency with no borders", 2003.
2. Kandeveva, Emilia. European standards of the public service, Law with no borders Journal, 2002, № 3-4.
3. Kaneva, N. Commentary on the law for prevention and identification of the conflict of interest, Sofia, Siel, 2011.
4. Kaneva, N. The conflict of interest of employees and its regulations in the Bulgarian legislation from the Liberation until 1951, Society and Law Journal, 2007, vol. 2
5. Kaneva, N., Regulation of the conflict of interest of the executive authorities and their deputies., Society and Law Journal, 2007, vol.5.
6. Nikolov, N., Prevention and revelation of the conflict of interest, Feneya Journal, 2010.
7. Oblonovskii, Alexander. Bureaucracy for the XXI century?: Models of the governmental services. Moscow, Publisher "Act", 2002.
8. Pope, George, Counteraction to the corruption: elements of the national system for honesty - ??, Sofia, Association "Transparency with no borders", 2004.
9. Combating conflict of interest in local governments in the CCE countries, Local Government and Public Service Reform Initiative, Open Society Institute – Budapest, Budapest, 2004.
10. Managing Conflict of Interest in the Public Service, OECD Guidelines and Country Experiences, OECD, 2004. ISBN 9264104895
11. Rose – Ackerman, S. Corruption and Government: Causes, Consequences and Reform. – Cambridge: Cambridge University press, 1999.
12. Verheyen, T. Civil Servant Systems in Central and Western Europe. – Cheltenham/Massachusetts (UK/USA): Elgar Publishing, 1999.

Internet sources:

1. Conflict of interest policies and practices in nine EU member states. A comparative review. SIGMA, 2005, <http://www.oecd.org/dataoecd/4/19/37354920>
2. Liu, E., Pak Kwan, Ch. Declaration of Interest by Senior Civil Servants in some overseas countries. 2000, website : <http://legco.gov.hk>
3. www.anticorruption.bg
4. www.globalcorruptionreport.org
5. www.transparency.org
6. <http://www.bundeskanzleramt.at/en>
7. <http://wtd.vlada.cz/eng/aktuality.htm>
8. <http://www.riik.ee/en/>
9. <http://www.premier-ministre.gouv.fr/en/>

10. <http://www.bundesregierung.de/en>
11. <http://www.government.gr/english.html>
12. <http://www.kormany.hu/>
13. <http://www.irlgov.ie/>
14. http://www3.lrs.lt/pls/inter/w4_home.int_ang
15. <http://www.portugal.gov.pt/en/>
16. <http://www.government.gov.sk/english/>
17. <http://www.sigov.si/>
18. <http://www.administracion.es>
19. <http://www.direct.gov.uk/>
20. <http://www.government.nl/index.jsp>
21. www.usoge.gov/pages/international/int-files
22. www.anticorruption.info/prev_civil.thm
23. <http://usinfo.state.gov/journals>

TEAMS AND TEAM ACTIVITIES

ECTS credits: 4

Weekly classes: 3л+0cy+0лы+0пу+p

Semester: I

Form of assessment: current assessment

Type of exam: written

Methodical Guidance:

Department of «Public Law and Public Management»,

Faculty of Law and History

Lecturer:

Assoc. Prof. PhD Valentin Vassilev, Office tel: 073/ 886617

Summary:

This course provides theoretical and practical competencies in an up-to-date and important field of the modern management with the following goals:

1. to provide a specialization to the students which complements and builds on their basic knowledge in management?
2. to support the development of the team skills which are needed in the public sphere
3. to reveal new possibilities for modernization of the Bulgarian administration through the advantages of the team work.

Course content:

The lecture course brings together topics of the four problem areas: Basic team work, Team nature and functioning mechanism, Leadership in the team activity, Management and efficiency.

The first section introduces the conceptual framework of the team work. Here its origins are explored and the continuity of the ideas and the practical experience, which underlie the modern team concept, are shown, as well as the conditions determining the increasing role of the teams in the current situation.

The second section covers the nature of the team and its functioning. A comparison between the group and team is made, the main differences are brought up and the team life cycle and team roles are analyzed.

The third section includes some topics for the leadership on the team, e.g. qualities and skills, communication, conflict and crisis management.

The fourth section is focused on the team efficiency and the management tasks. The emphasis is placed on the motivation in the team work.

Lectures and seminar exercises.

The lecture course is supported by use of multimedia equipment. All topics consist of a practical and a lecture part.

The seminar exercises include debates, discussions, reviewing problem situations, solving of and discussing cases, solving of control tasks, individual and collective work on the subject matter.

The evaluation of the results in the process of study complies with the requirements of the Ordinance # 21 of the Bulgarian Ministry of Education and Science from September 30rd, 2004 for implementation of a system for learning credit accumulation and transfer

Municipal Property

ECTS credits: 3 (specialists)

Weekly academic workload: 2 lectures+0 exercises

Form of assessment: ongoing evaluation Type of exam: written

Semester: II (specialists)

Departments involved:

Department of «Public law and Public Management», Faculty of Law and History

Lecturers:

Radoslav Yordanov Radoslavov, Ph.D., Department of «Public law and Public Management»,
Cellular phone 0899121750

Annotation:

Education course “Municipal property” studies the basic principles and mechanisms of formation and management of municipal property as a specific type of collective ownership.

This educational course contains contemporary knowledge for development of municipal property as a fundamental basis of municipal self-government.

Municipal property as a scientific discipline studies how to effectively use the municipal sites and facilities in the economic life for the benefit of population of respective municipality.

The aim of this course is to provide the students with a general overview of existing successful practices of property management, both within the Republic of Bulgaria and throughout of Europe.

Content:

Legal sources governing the right of municipal ownership. Nature and purpose of municipal property. Objects of municipal property. Types of municipal property and principles of its management. Characterization of public municipal property and its distinctive features. Legal status of private municipal property, management and ways of disposing with it. Legal power of Municipality council regarding the municipal property. Powers of Municipal Mayor related to the municipal property. Acquisition of properties and belongings by the Municipality. Disposing with property – private municipal property. Forcible expropriation of property - private property for municipal purposes. Management of forest, agricultural land and municipal housing. Public supervision and issuing of municipal acts to the properties – municipal property. Participation of municipality in the economic activity through municipal enterprises and trading companies. Granting concessions for objects – public municipal property according to the Bulgarian Act on Concessions. Strategy for management of municipal property and annual program for its implementation – basic policy documents for development of municipal property and business of Municipality. Principles and mechanisms for management of municipal property in European countries.

Teaching and Assessment:

Lectures and seminar exercises

The lecture course is held in the traditional academic way.

Seminar exercises include debate, discussion, discussion of case studies and situations related to issues of the property of Municipalities.

During the exercises, control tasks are solved through individual and collective work on the material.

Assessment of results achieved in the process of study is consistent with requirements of Ordinance № 21 of Ministry of Education dated 30 September 2004 for implementation of Credit accumulation and transfer systems.

Spatial Planning

ECTS credits: 3 (specialists)

Weekly academic workload: 2 lectures +0 exercises

Form of assessment: ongoing evaluation Type of exam: written

Semester: optional

Departments involved:

Department of «Public law and Public Management», Faculty of Law and History

Lecturers:

Radoslav Yordanov Radoslavov, PhD, Department of «Public law and Public Management»,
Cellular phone 0899121750

Annotation:

Education course “Spatial Planning” is a complex scientific applied science whose subject is to study the activity and organization of effective spatial planning of settlements and rural areas to ensure the most advantageous social & economic conditions of labour, living, leisure and public services within the administrative-territorial units.

Spatial Planning studies the essence of the government policy implemented in the country as a single organizational whole and Spatial Planning Policy in the European Union. The complexity of discipline derives from interdisciplinary character of spatial planning activity.

To achieve the objectives targeted during the process of study of this discipline, knowledge is used in law, economics, geography, engineering and other sciences. A special place in practical terms is given to planning, designing, approving, implementation and modification of Development Schemes and Plans and administrative services.

Content:

Concept and principles of Spatial Planning; Development of Bulgarian legislation for spatial planning; Legal documents, sources and authorities of Spatial Planning; Spatial Planning; Specific features of juridical control in the preparation of planning instruments; Types of territories and their characteristics according to Spatial Planning Act; Cadastre and Property Register – concepts and historical development; Authorities and services for Cadastre and Property Register; Content of Cadastre and Property Register, cadastral maps and cadastral registers; Creation and maintenance of cadastral maps and registers; Correction of errors and omissions in the Cadastre and Property Register; Nature and content of development schemes; National Integrated Development Scheme; Regional Development Schemes; General characteristics of development schemes; General development plans; Detailed development plans; Mandatory elements of land property and requirements for their settlement. Resolving of construction; Participants in construction and relations between them; Technical services related to Spatial Planning; Requirements towards the construction sites; Removal of unfit and threatening security constructions/buildings; Conditions for forcible expropriation of private properties and compensation; Administrative and judicial review on spatial planning; Prevention and removal of illegal construction; Administrative liability in applying of Spatial Planning Act. Legal concepts, categories and terms on Spatial Planning – CEMAT glossary of terms (European Conference of Ministers responsible for Spatial Planning). Programmes for sustainable spatial development in Europe and worldwide.

Teaching and Assessment:

Lectures and lecture exercises

The lecture course is held in the traditional academic way.

Lecture exercises include debate, discussion, discussion of case studies and situations related to issues of the spatial planning.

During the exercises, control tasks are solved through individual and collective work on the material.

Assessment of results achieved in the process of study is consistent with requirements of Ordinance № 21 of Ministry of Education dated 30 September 2004 for implementation of Credit accumulation and transfer systems.