

National security

The leading purpose of the program is to provide the students specialized knowledge to work in various management and administrative units in the structure of the sector "security". This will allow them to be adaptable to a changing environment for security, and to be included in the process of implementation of new forms of interaction between the state, business and non-governmental sector, in order to counteract the risks and threats to national security and guarantee be met for crashworthiness of citizens, and democratic institutions, which are an organic part of the overall effort in the EU and NATO, leading to realising the vision of a single area of freedom, security and justice.

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

- ✓ To know the organization and tasks of the structures, defense security, public order, civil protection, intelligence and counter-intelligence and diplomacy;
- ✓ To know regulations and regulations governing building and the protection of national security;
- ✓ To possess knowledge of information and communication systems to provide the resources for national security in terms of environmental where appropriate;
- ✓ To have specialist knowledge and can apply basic procedures in crisis management of had changed from military nature;
- ✓ Can implement policies of the impact on subsystems of national security, and to carry out control and regulatory functions;

After completion, student should be:

- ✓ Responsible in their professional activity;
- ✓ With attitude for the continuous self-improvement and development in their profession;
- ✓ Adaptive to dynamics in the sector "national security".

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 "National security"

Training period: 2 Years

First year			
<u>First semester</u>	ECTS credits	<u>Second semester</u>	ECTS credits
1. Management theory 2. Human resources management 3. Foundations of public administration 4. Administrative law 5. Regional economy	5.0 5.0 5.0 6.0 5.0	1. Strategic Management of Defense and Security 2. The Right to Security in Social Life. Normative Foundations of Security. 3. Establishment and Management of Security Systems 4. National and International Security. Geopolitics and Security. 5. Limiting the rights of the citizens in the state of emergency	6.0 5.0 5.0 5.0 5.0
Elective subjects (Students choose one discipline)		Elective subjects (Students choose one discipline)	
Special Services and Security Authorities Organization of the Police and Intelligence Services in the EU Law of the European Union Logistics of Defense and Security Conflict of interests in the public sphere	4.0 4.0 4.0 4.0 4.0	Civil Control in Security Negotiations in the Field of Security Human rights and security Crisis Management European and Schengen Security	4.0 4.0 4.0 4.0 4.0
	All 30		All 30
Second year			
<u>First semester</u>	ECTS credits	<u>Second semester</u>	ECTS credits
1. Organization of Anti-Terrorism Activity in the Public and Private Sector 2. Internal Order and Security. Competent Authorities of the Republic of Bulgaria and Other States 3. Information Security. Computer Technologies in Security 4. Administration of Security and Defense 5. Government service and public officer	6.0 5.0 5.0 5.0 5.0	1. Methodology of Social Research 2. European Security System 3. Financial control in a security system	5.0 5.0 5.0
Elective subjects (Students choose one discipline)			

1. Specialized Methods and Technologies for Working in the Field of Security and Defense	4.0		
2. Secretology	4.0		
3. Social Culture and Security	4.0		
4. Management of Quality and Standardization in Public Administration	4.0		
	All 30		
Graduate - protection of a diploma paper	15.0		

Management Theory

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

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: The course aims at learning the primary management functions, principles, approaches and systems; at forming and developing skills for planning, organizing, control, delegation, managerial decision making and communication.

The following key issues are subject of the course:

- Formation and development of the management science, main schools and approaches;
- Organization as a subject to management, internal and external organization environment;
- Management as a process; basic functions;
- Binding processes in the management; managerial decision making and communication;
- Change management;
- Organizational culture.

The curriculum of this course is consistent with similar studying courses of some leading universities from West Europe and USA.

Course content:

Formation and development of the management science, main schools and approaches: Systematic approach in the management. Situation approach in the management. Management as a process: basic functions. Organization: formal and informal organizations; horizontal and vertical division of labor. Internal environment of the organization. External environment of the organization; environment with direct impact and environment with indirect impact. "Planning" function in the management: nature of the process; elements of the planning; actions order. Goals and goal setting. Management by objectives. Strategic planning; nature of the process: main stages. Implementation of the strategic plan and control following its completion; strategic plan evaluation. "Organizing" function; organizational structure; organizational structure design; types of organizational structure. Delegation of authorities; centralization and decentralization; line and command authorities. "Motivation" function; conceptual and process motivation theories. Managerial decision making process. Types of managerial decisions. Models and methods of decision making; creative models; mathematical methods and models. Communication in the management; communication process. Interpersonal communication. Organizational communication. Communication barriers; strategies for communication improving. "Control" function; nature of control; types of control. Basic characteristics of the efficient control. Groups in the organization and their efficiency. Management and leadership; basic theories and approaches. Conflict and stress management in the organization. Change management. Organizational culture. Social and ethical responsibilities of the management.

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

Human Resource Management

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

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

Lecturer:

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

Summary:

The course aims at forming an attitude in the students to the key role of human resources in the organization, learning the basic principles, approaches, systems and technologies for HR management; forming and developing skills for planning, evaluation, motivation, stimulation and development of the human resources.

The following key issues are subject of the course:

- Formation and development of the HR management theory and practice. Main schools and approaches; HR management and organizational culture. Policy and strategy. Planning the HR required, methods, tools and technologies.
- Principles, systems and technologies for recruiting, selection and assessment. Career development. Motivation models and motivation strategies for performance and productivity improvement. Stimulation strategies and techniques. Reward management. Working relationships. Industrial relations and collective bargaining. Information systems for HR management.

The curriculum of this course is consistent with similar studying courses of some leading universities from West Europe and USA.

Course content:

Formation and development of the HR management theory and practice – main schools and approaches. Nature of the HR management. Strategic management of the human resources. Approaches for strategy development; types of strategies. Basic requirements for HR strategies. Competences model. Planning the human resources required. Work design. Work analysis. Standards for position qualifications. Recruitment systems. Recruitment methods and techniques. Nature, purposes and basic requirements of the personnel assessment system. Personnel assessment system types. Approaches and systems for training, qualification and development of the human resources. Mentoring and coaching. Career development. Basic motivation models. Development of strategy for personnel motivation increasing. Motivation package. Reward management systems. Wages forms and systems. Stimulation of the personnel. Working relationships; management and leadership. “Burnout” and “Boreout” effects. Industrial relations: nature and principles. Industrial relation models. Information system for HR management. Structure of the specialized units for HR management. Outsourcing in the HR management. HR management in a globalized context.

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.

Foundations of Public Administration

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 studies the basic section of the administrative science – public administration. It introduces the study and analysis of the basic situations, notions and principles of the administrative theory as well as such of the state administration because of which it is taught in a direct connection with public law science such as constitutional law, administrative law and administrative process and with political and management disciplines. The main purpose of the course is to form knowledge about how the administration has been built and how it functions as a whole and as separate administrative organizations as well as how and what the connection between law and administration is.

Course Contents:

Definition of the Notion “Public Administration”; Demarcation between Public and State Administration; Demarcation between Public and Business Administration; Basic Aspects of Public Administration; Theoretical Foundations of Public Administration; Normative Foundation of Public Administration; Functions of Public Administration; Administrative Power and Administrative Activity; Forms and Methods of Administrative Activity; Principles of Organization and Activity of Public Administration; Administrative Apparatus. State Administrative Bodies – Characteristic Features, Types; Competency of State Administrative Bodies. Delegation; Government. Types of Governments; Council of Ministers and Ministries; Local Self-Management; Administrative-Territorial Device. Administrative-Territorial Units; Local Administration; State Service; Administrative Organizations. Basic States of Organizational Theory. Organizational Models; Schools of “the Closed” Organizational Model; Schools of the “Open” Organizational Model; Organizational Models of the “Administrative Person”; Organizational Structures. Communication Structures; Hierarchy, Subordination and Coordination. Centralization and Decentralization; Management Decisions in Administration; Collegiate Method in Administration. Collegiate Bodies; Undivided Authority and Sole Bodies; Possible Mistakes in Taking Management Decisions; Public Administration in the Democratic State; Administrative Reform – Tasks, Approaches and Strategies; Tendencies in the Development of Administration. Rethinking of the Public Administration.

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:

Kandeva, E., Public Administration, “Ciela”, S., 2007.

Vasilev, V., V. Aleksandrova, G. Kresnaliyska, M. Cheshmedzhieva, Terminological Dictionary of Public Law Science and Management of Public Activity, “Feneya”, S., 2011.

Hristov, H., P. Pavlov, P. Katsamunska, Foundations of Public Administration, UNWE, UP “Economy”, S., 2007

Arabadzhiyski, N., Foundations of Public Administration, General and Special Part, "Ciela", S., 2005.

Pavlov, P., Mihaleva, Sv., Foundations of Public Administration, UP of VFU "Chernorizets Hrabar", V., 2000.

Spasov, B., Executive Power, "Ciela", S., 2001.

Spasov, B., Municipal Self-Management /Municipal Law/, "SOFI - R", S., 2000.

Verhayen, T., Tanev, T., /Compilers/, Authors Team, Introduction into Public Administration in Comparative European Context, "GAL-IKO", S., 2000.

Dermendzhiev, I., Kostov, D., Hrusanov, D., Administrative Law of the Republic of Bulgaria, General Part, "SIBI", S., 2001.

Balabanova, H., Administration and Executive Power in the Legislation of the Republic of Bulgaria "Albatros", S., 2000.

Kandeva, E., Yordanov, B., Legal Regime of the State Service, "Ciela", S., 2002.

Slavova, M., Principles of the State Administration, 2002.

Kandeva, E., Local Administrative Management in USA, UP "St. Kliment Ohridski", S., 1994.

Kandeva, E., Karagyozyova – Finkova, M., Public Control, "Science and Art", S., 1986.

Kandeva, E., Hekt, I., Comparative Public Administration, "Ciela", S., 2006.

Bossaert, D., Demmke, K., Main Challenges in the Field of Ethics and Integrity in the EU Member States", European Institute of Public Administration, Maastricht, The Netherlands, 2005.

Administrative law

ECTS credits: 6

Weekly classes: 5л+1cy+0ly+0ny+p

Semester: first

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 legal organization and functioning of state rule, methods and form of administrative activity, control thereon, responsibilities and protection of rights and interests of various law subjects in the process of state governance. It deals with basic legal problems of the activity of executive bodies in the Republic of Bulgaria. Matters are studied in details related to issuance and enforcement of administrative acts, invalidity and revocability thereof. Subject contents include also various legal methods of ensuring law-abiding and properly acting administration and various types of control.

Subject contents:

Definition of executive government bodies and state governance, Administrative legal norms and administrative legal relations, Subject of administrative law, Executive government bodies, Central and local executive government bodies, Public stewardship, administrative acts of executive government bodies, Preconditions for validity of administrative acts, Invalidity of administrative acts, Paltriness and revocability, Administrative duress, Compulsory

administrative measures, Administrative control, types, hierarchical control, Specialized administrative control, Justice control, general supervision of prosecution, Administrative & punitive liability; Administrative offence, Administrative penalties.

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.

1. Тодоров, Ив., Индивидуалният административен акт по АПК, Сиела, София, 2007г.
2. Зиновиева, Д., Дискусионни тези в административното право и процес, Сиела, София, 2009г.
3. Тодоров, Ив., Понятието за индивидуален административен акт по АПК, Сиела, София, 2008г.
4. Димитров, Д., Административно право, обща част, Сиела, София, 2006г.
5. Лазаров, К., Административно право, Феня, София, 2007г.
6. Лазаров, К., Обвързана компетентност и оперативна самостоятелност, Феня, София, 2000г.
7. Лазаров, К., Недействителност на административните актове, Феня, София, 2002г.
8. Сивков, Цв., Административно наказване, Софи-Р, София, 1998г.
9. Хрусанов, Д., Костов, Д., Дерменджиев, Ив., Административно право на РБ, Обща част, Сиби, София, 2006г.
10. Зиновиева Д., Компетентност на административните органи, С., 2003 г.
11. Зиновиева Д., Ръководство по административно право и административен процес, С., 2000 г.
12. Костов Д., Административно-териториално устройство на Република България, С., изд.Сиби,2000г.
13. Костов Д., Държавна служба, С., 2003 г.
14. Къндева Ем., Оперативна самостоятелност в административната дейност, С., 2004 г.
15. Лазаров К.,Обвързана компетентност и оперативна самостоятелност, С., изд. Феня, 2000г.
16. Лазаров К., Административно право, С, 2000г.
17. Лазаров К., Изисквания за законосъобразност на административните актове, С.,Феня, 1999г.
18. Славова М., Принципи на административното право,С.,2003 г.
19. Спасов Б., Конституционно право на РБългария, С., 2004г.
20. Стойчев Ст., Избирателни системи и избирателни процедури, с., изд. Софи-Р, 2000г.
21. Чешмеджиева, М., Административно право в схеми и определения, София, Феня, 2011г.
22. Чешмеджиева, М., Административен процес, тестове и казуси, София Феня, 2012г.

Regional Economy

ECTS credits: 5

Weekly teaching hours: 4 lectures + 2 seminar exercises

Knowledge review protocol: Continual assessment

Type of examination: Written.

Semester: I

Teacher's Manual:

Department: Public Law Sciences and Public Management

Law and History Department

Lecturer: Associate Professor Dr. Temenuzhka Karolova Xromi-Zhigalova

Office tel: 073/ 886621; Mobile phone: 02/886621; tel.: 0888 23 23 30 0888 23 23 30

Annotation

The educational discipline "Regional Economy" has the aim to acquaint the students with the regional economic issues and the mechanisms for their management. The regional economy of each territory has its own specific character and variety that need to be known, considered and used. Attention is directed to the regional economy as a science with its subject, regularity and principles, to the issues of regional development and infrastructure build up, localization and localization process issues, transport orientation and build up of free trade areas, sustainable development of regions and public-private partnership. Special attention is drawn to supply and demand within the system of regional development, movement of labour and capital and regional economic development strategy as a whole, and to the complex social economic development efficiency.

Syllabus:

The training course covers the following:

Subject-matter, scope, object, subject and tasks; the territory as living space and subject of study; topical aspects of administrative and territorial division; localization process; regional efficiency; territorial concentration; regional economic analysis methods; modeling of economic and social processes in the territorial units; regional analysis of unemployment; migration; regional economic policy; regional economy and sustainable development; modern information systems; regional level of project management.

Education and Assessment Technology:

Training in Regional Economy Course is conducted in the following forms:

1. Auditorium Lecture Course:

The course of lectures is the basic, defining and leading form of teaching theoretical knowledge in regional economy. Lectures consider the cognitive issues, subject and meaning of regional economy. Students are divided in groups and actively participate in carrying out specific tasks assigned to the groups.

2. One-man work – of different nature depending on the meaning of the different topics:

2.1. Workshops:

- conversations and discussions of theoretical issues of regional economy;
- group solving of assigned tasks related to territorial issues of production, economic justification of localization options, etc.;
- development of assigned tasks for carrying out regional analysis by teams.

The objective of the workshops is to make students learn and comprehend the knowledge acquired from the lectures and become capable of applying practical decisions of economic and social issues into the territorial units.

Different forms of team work are used – business role plays, case resolution and work on different problems, tests, presentations, etc.

3. Out-of-the-auditorium work of students – the objective of this tool is to allow students more time to study, learn and comprehend the material by reading additional literature and independently develop course-works.

One-man work plays key role in the overall students' training and research process. It helps to acquire sound knowledge in regional economy and for the formation of personalities capable of their own style of research thinking and behaviour.

Knowledge testing and assessment of students in Regional Economy are performed by:

- a) continuous discussions throughout the course of seminars;
- b) tests;
- c) development and defence of course-works in regional economy before the lecturer and his/her assistant;
- d) semester exams.

Regular lecture attendance, implementation of assigned tasks and good marks from the regular checks and out-of-the auditorium work (detailed in the Syllabus) are required for countersigning the term.

Strategic Management of Defense and Security

ECTS Credits: 6

Weekly Number of Classes: 4 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 studies the basic issues of strategic management in the security and defense sector. The main purpose of the discipline is to form knowledge for the mechanism of strategic management of security and defense. The course starts with a review of basic issues of the management of security and defense. It is emphasized on the specific organization and technology for planning, elaboration and implementation of strategies in the security and defense sector. The state of strategic process in the national security and defense sector is analyzed. The strategic directions of the Common Foreign and Security Policy of the European Union are viewed. The challenges before the strategic management in the security and defense sector are outlined.

Course Contents:

Nature and Characteristic Features of Security; National Security and Defense; National Values, Interests and Aims of Security; Institutional Structure of the Security and Defense Sector; Security and Defense Management; Security and Defense Policy; Structure and Aims of the System of Security and Defense Management; Characteristics and features of the Management System in Security and Defense; Management Cycle in Security and Defense; Strategy and

Strategic Process of Management in the Security and Defense Sector; Types of Strategies in the Security and Defense Sector; Strategic Thinking and Strategic Leaders in the Security and Defense Sector; Conditions, Requirements and Rules for Successful Elaboration and Implementation of Strategies in the Security and Defense Sector; Cycle and Specificity of Strategic Planning in the Security and Defense Sector; Organization and Technology for Strategic Planning and Elaboration of Security and Defense Strategy; Status of the Strategic Process in the National Security and Defense Sector; Strategic Directions of the Common Foreign and Security Policy of the EU; Challenges before the Strategic Management in the Security and Defense Policy.

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. Ivanov, T., Management of Security and Defense, PH "Economy", S., 2008.
2. Tanev, T. Strategic Management of the Public Sphere. "Military Publishing House", S., 2008.
3. Hristov, St. Strategic Management. UP "Economy", S., 2000.
4. Tsu, S., The Art of War for Managers, PH "Obsidian", S., 2002.
5. Pavlov, P., Sv. Mihaleva, L. Pavlova. Strategic Management in the Public Sector. VFU "Chernorizets Hrabar", V., 2002.
6. Semerdzhiev, Tsv. Strategic Guidance. Leadership. PH "Softtrade", S., 2000.
7. Semerdzhiev, Tsv. Strategy (Setting, Resources, Abilities, Planning). "Classics and Style", S., 2007.
8. Ivanov, H., Civil Society and Concepts of Civil Control, "Albatros", S., 2002.
9. National and International Security, "Military Publishing House", S., 2005.
10. Naydenov, B., International Security. Ten Chosen Studios, "Feneya", S., 2010.
11. Georgiev, Hr., Security Policy of the Republic of Bulgaria at the Beginning of 21st Century, NBU, S., 2011.
12. Krastev, Dr., EU Policy in the Field of Security, "Military Publishing House", S.
13. Stanchev, Iv., Special Police Tactics, "Military Publishing House", S., 2005.

The Right to Security in Social Life. Normative Foundations of Security.

ECTS credits: 5

Weekly classes: 3 Hours lectures + 1 s

Form for verification of knowledge: Current assessment

Type of the test: Writing

Semester: II

Methodological manual:

Department Public law and public management

Law and History Faculty

Lecturers:

Assoc. Prof. PhD Marcho Markov, Department Public law sciences and public management
tel: 073 886621, E-mail: marcho_markov@law.swu.bg

Annotation:

The training course gives the students the necessary knowledge for the category of "security" and its specific form "national security". Particular attention will be directed to basic concepts, in some mechanisms for the implementation of security.

Content of the academic discipline

The category "security" - nature, objects and entities.

Types of security- definitions, specificity, mechanism of insurance.

Categories "territory- civil society- local self-government and security."

Entities and institutions of security - legislative, regulatory and documentary of their activity.

Regional security - specification, legal framework.

National security - specificity, structures.

Basic directions of work in national security.

Technology of the training and assessment:

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.

ESTABLISHMENT AND MANAGEMENT OF SYSTEMS FOR SECURITY

ECTS credits: 5

Weekly classes: 3 Hours lectures + 1 s

Form for verification of knowledge: Current assessment

Type of the test: Writing

Semester: II

Methodological manual:

Department Public law and public management

Law and History Faculty

Lecturers: Assoc. Prof., PhD Stefan Simeonov, Department Public law and public management
tel: 073 886621, E-mail: St_sim@law.swu.bg

Annotation:

National security is a set of structures and mechanisms, i.e. Systems for the provision of "security". Each system is in need of management, from deployment and processing. For trainees in specialisation "national security" students, it is extremely important to know your system nature of the object, to know "security" it as a system of structures, objects and entities, which must be rationally managed for in- high efficiency in their realization.

Content of the school discipline:

Nature and specifics of the systems and specifically of the system "security" theory and methodological aspects of the management of the systems for security nature and specificity in the management of the systems for security types of structures and systems for the management of security risk and risk factors for defending himself has taken and the protection strategies and tactics in the management of the systems for security checks and control in the management of the systems for security.

Technology of the training and assessment:

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.

National and International Security. Geopolitics and Security.

ECTS credits: 5

Weekly classes: 3 Hours lectures + 1 s

Form for verification of knowledge: Current assessment

Type of the test: Writing

Semester: II

Methodological manual:

Department Public law and public management

Law and History Faculty

Lecturers:

Assoc. Prof., PhD Stefan Simeonov, Department Public law and public management

tel: 073 886621, E-mail: St_sim@law.swu.bg

Annotation:

The Learning rate in order to present to the students overall vision of the place of the specific activity of ensuring security in the general context of public processes and in some. Structured in three parts, each of which solves a given round of issues of national security.

Content of the school discipline:

Part I - problems in the formation and implementation of the national security policy;
Part II - problems in the formation and implementation of the policy of international security.
Part III - geopolitical center and security.

Technology to the training and assessment:

The main form of training is lectures. As a separate work it includes a theoretical and scientific, practical works, resolving tests.

The final assessment includes evaluating the answers of the students in two topics of syllabus and take into account the results of the current control.

LIMITING THE RIGHTS OF THE CITIZENS IN THE STATE OF EMERGENCY

ECTS Credits: 5

Weekly classes: 3 hours lectures

Form for verification of knowledge: Current assessment

Type of the exam: Written

Semester: II / non-specialist/

Methodology guidance:

Department of Public law and public management

Faculty of Law and History

Lecturers:

Assoc. Prof. PhD Manol Stanin, Department of Public law and public management

Contacts: 073 833208, E-mail: stanin@law.swu.bg

Annotation:

Limiting the citizens rights is a problem, that is not only to contemporary national legal systems, but also in the international law. Common perception is that, in the modern constitutional state institutionalization and universality of the actual protection of the rights is a criterion for a legality and democracy. The subjective rights derive from bio-social nature of man and in this sense they are not created by the state. This feature of theirs sets also the inability of the state authorities to revoke and change. In addition, each State Party to international instruments on human rights, takes over and the commitment to ensure that fundamental subjective rights in full volume. When this finding, obvious and significant are the many questions about the possible ways to fulfill this obligation. One of them is limitation of rights. This is an important and up-to-date of theoretical and practical point of view problem.

Subject contents:

The course of the academic discipline LIMIT THE RIGHTS OF CITIZENS includes the following modules: 1. Concept of limiting the rights of citizens; 2. Legal requirements in limiting the rights of citizens; 3. Restrictive grounds.

Technology of the training and assessment:

The main form of training is lectures. As a separate work it includes a theoretical and scientific, practical works, resolving tests.

The final assessment includes evaluating the answers of the students in two topics of syllabus and take into account the results of the current control.

Internal Order and Security. Competent Authorities of the Republic of Bulgaria and Other States

ECTS credits: 5

Weekly classes: 3 Hours lectures + 1 s

Form for verification of knowledge: Current assessment

Type of the test: Writing

semester: III

Methodological manual:

Department of Public law and public management

Law and History Faculty

Lecturers:

Assoc. Prof. PhD Marcho Markov, Department Public law and public management

tel: 073 886621, E-mail: marcho_markov@law.swu.bg

Annotation:

The main objective of the training is aimed at presenting the students with knowledge related to clarify the term internal order and security, exam powers and competences of statutory bodies to ensure the internal security and public order, as the special place is devoted to the control functions of the police to the provision of the internal order and security in the Republic of Bulgaria.

Technology of the training and assessment:

The main form of training is lectures. As a separate work it includes a theoretical and scientific, practical works, resolving tests.

The final assessment includes evaluating the answers of the students in two topics of syllabus and take into account the results of the current control.

Information Security. Computer Technologies in Security

ECTS credits: 5

Weekly classes: 3 Hours lectures + 1 s

Form for verification of knowledge: Current assessment

Type of the test: Writing

semester: III

Methodological manual:

Department of Public law and public management

Law and History Faculty

Lecturers:

Assoc. Prof. PhD Vesselin Celkov, Department Public law and public management

tel: 073 886621

Annotation:

The discipline "SECURITY OF THE INFORMATION. Computer TECHNOLOGIES IN SECURITY" is an introduction to problems of the systems for information security, with a specific focus - Application of computer solutions and technologies in security. It includes theoretical and practical aspects of the protection of information in modern communication and information systems, as well as studying and testing of existing security solutions. The objective of the course is acquisition of systematized knowledge in the field of enterprise systems for the protection of the information and the corresponding them technical and programmatic decisions.

Content of the school discipline:

I Module: METHODOLOGICAL FOUNDATIONS OF INFORMATION SECURITY.

II Module: Solutions and technologies for INFORMATION SECURITY.

III Module: Cryptography and cryptographic security.

IV Module: PROTECTION OF CLASSIFIED INFORMATION IN THE REPUBLIC OF BULGARIA.

Technology of the training and assessment:

The main form of training is lectures. As a separate work it includes a theoretical and scientific, practical works, resolving tests.

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.

ADMINISTRATION OF SECURITY AND DEFENCE

ECTS credits: 5

Weekly classes: 3 Hours lectures + 1 s

Form for verification of knowledge: Current assessment

Type of the test: Writing

Semester: III

Methodological manual:

Department Public law and public management

Law and History Faculty

Lecturers:

Assoc. Prof., PhD Stefan Simeonov, Department Public law and public management

tel: 073 886621, E-mail: st_sim@law.swu.bg

Annotation:

Subject to the academic discipline is the system of the administration of security and defense in the Republic of Bulgaria and the system of Euro-atlantic and European security.

Subject to the academic discipline is the organization of the Bulgarian authorities and security services and structures for the defense, the structures of the system of Euro-atlantic and European security in which it is a Republic of Bulgaria, modes of their employees and their security.

Content of the academic discipline, the first module "Nature and organizational aspects of the administration of security and defense", including topics relating to: The subject, the methodology and the system of school discipline; Nature of the administration of security and

defense, its system of the Republic of Bulgaria, in the international public organizations for security and defense in which it is a Republic of Bulgaria, and the main activities of the structures of the administration;

- A second module “Staff in the administration of security and defense”, including topics relating to: Posts in the administration of the security and defense. Formation and career development of its employees;

- Third module Security of the administration of security and defense, including topics relating to: Training institutions providing with specialists administration of security and defense, their social security, compensation and insurance.

Tehnology to the training and assessment:

The main form of training is lectures. As a separate work it includes a theoretical and scientific, practical works, resolving tests.

The final assessment includes evaluating the answers of the students in two topics of syllabus and take into account the results of the current control.

Public stewardship and public servant

ECTS credits: 5

Weekly classes: 3л+1cy+0лу+0пу+p

Semester: III

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 public stewardship, which serves as basis for implementation of state governance tasks and ensuring of sustainable functioning of government bodies. This subject gives knowledge about legal foundations and functioning of public stewardship and the legal status of public servants; research, analysis and formulation of basic legal terms and mechanisms related to public stewardship and public servants.

Subject contents:

Definition of public stewardship, Public servants – theoretical aspects, Employment relations of public servants, Positions and job descriptions in public stewardship, Eligibility for public stewardship, Occurrence of employment relations, Entrance into office, Probation term, Right and obligations of the public servant, Ranks, positions and promotion of public servants, Fixed-term employment, Change of employment contracts, Termination of employment contracts, Protection against unfair dismissal, Disciplinary liability of public servants, disciplinary violations and disciplinary penalties.

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. Къндева, Е. Публична администрация, Сиела, 1998
3. Къндева, Е. Ивона Спиридонова, Въведение в публичната администрация, ЦДО, НБУ, 1997
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5. Дерменджиев, Ив., Д. Костов, Д. Хрусанов, Административно право на РБългария, Обща част, С, 1995
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7. Къндева, Е., Е. Панайотова, Общини и общински дейности в развитите страни, Университетско издателство "Св. Климент Охридски", С, 1994
8. Списание "Администрация", Управление и мениджмънт, течение 1993
9. Стайнов, П. Понятието длъжностно лице по административното право, Изв.Инст.правни науки, 1996, кн.1
10. Ангелов, А. По въпроса за статистическото изучаване на административно-управленческия персонал, Статистика, 1969, кн.5
11. Костом, М., За понятието държавна служба в системата на българското социалистическо право, сп. "Правна мисъл" - 4/1980
12. Astrid Auer, Christoph Demmke and Robert Polet, Civil services in the Europe of Fifteen : Current Situation and Prospects, Maastricht, EIPA, 1996
13. Jacques Ziller, Egalite et merite, Maastricht, EIPA, 1988

THE SOCIAL SURVEY METHODS

ECTS credits: 5

Weekly workload: 3 hours lectures and 1 hour workshop

Assessment of the knowledge: current assessment

Exam type: written

Term: IV

Direction: Department of Public law and Public management ,

Law and History faculty

Lecturer: Assoc. professor, PhD Yordan Kalchev, department "Sociology"

Annotation:

The general theoretical base of the social survey is presented in the training course as a complex, multistage process of the social reality investigation. The basic principles for planning and

organization of the research process are discussed as well as elaboration of the social surveys methodology and tools. The cognitive capabilities of different research methods and collection techniques are analyzed, processing and analysis of the social surveys data. Based on the scientific objectivity criteria, reliability and validity of the methods used, the boundaries of application of the empiric knowledge are defined as well as the social surveys validity in the policy making.

Through the course of lectures, the students will gain theoretical knowledge and practical skills on the nature and application of different approaches, procedures, data collection techniques and statistical methods for data processing and analysis in the design and use of the social surveys.

Technology of education and assessment:

The lessons course is conducted following the traditionally approved manner and using multimedia.

Workshop includes argumentations, discussions, deliberation of problematic situations, solving control tasks, individual and collective work on preparation of projects for social surveys on specific topics.

Estimation of the results achieved in the education process is in accordance to Ordinance № 21 of the Ministry of Education and Science of 30 September 2004 on implementation of system for accumulation and transfer of credits.

EUROPEAN SECURITY SISTEM

ECTS credits: 5

Weekly classes: 3 Hours lectures + 1 s

Form for verification of knowledge: Current assessment

Type of the test: Writing

Semester: IV

Methodological manual:

Department Public law and public management

Law and History Faculty

Lecturers:

Assoc. Prof., PhD Stefan Simeonov, Department Public law and public management

tel: 073 886621, E-mail: st_sim@law.swu.bg

Annotation:

Subject to the academic discipline is the system of euro-atlantic and European security; the organization of the structures of the system of euro-atlantic and European security.

Content of the school discipline:

The discipline is studied in three modules:

- The First module "Nature of the European security" includes topics relating to: the subject, the methodology and the system of school discipline; Nature of security, concepts of security in Europe, the traditional and the modern schools in understanding the security; The architecture of security after the Cold War; Civil and human security in their European dimensions.
- The Second module "Stages of formation of security and defense policy", including topics relating to: Creation of the second pillar of the EU, transition from co-operation to a single policy, institutional structure of the European security; Formation of a common foreign security

policy and European security structures in the developing geopolitical environment.

- The third module "Balkan countries, euro-atlantic structures, and security in the region" include topics relating to: Processes in the Balkans, the problems of the regional European security, Balkan ethnic, political and cultural relations.

Technology of the training and assessment:

Evaluation of the results achieved in the process of the training is consistent with the requirements of Ordinance No. 21 of the Ministry of Education and Science of September 30, 2004. For the application of the system of accumulation and the transfer of credits.

The main form of training is its own. For a separate work is instructs the theoretical and scientific, practical developments, resolving the tests.

The final evaluation form to evaluate the answers of the students in two topics of syllabus and take the results from the current control.

CONFLICT OF INTEREST IN THE PUBLIC SECTOR

ECTS credits: 4

Weekly workload: 3 hours lectures

Assessment of the knowledge: current assessment

Exam type: written

Term: I

Methodical Guidance:

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

Lecturer:

Assoc. Prof., PhD Neviana Kaneva

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. Kaneva, 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.
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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 CEE countries, Local Government and Public Service Reform Initiative, Open Society Institute – Budapest, Budapest, 2004.

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Internet sources:

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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.bundestkanzleramt.at/en>
7. <http://wtd.vlada.cz/eng/aktuality.htm>
8. <http://www.riik.ee/en/>
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12. <http://www.kormany.hu/>
13. <http://www.irlgov.ie/>
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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>

Human Rights and Security

ECTS credits: 4

Horarium: 30 lecture hours total

Form of control: process of continuous assessment

Exam: in writing

Term: second

Methodology guidance:

“Public Law and Public Management” Department, Faculty of Law and History

Lecturer:

Prof. Dr Dobrnka Chankova, “Public Law and Public Management” Department,
Faculty of Law and History, phone/fax:02 9758032, E-mail: chankova@law.swu.bg

Annotation:

Development and improvement of domestic legislation and administrative and judicial practice, accession of Bulgaria to the Council of Europe, European Union and NATO and ratification of numerous international treaties on human rights justify the necessity of studying human rights protection and security issues.

Study subject explores the major issues of human rights theory, fundamental human rights typology and machinery for their protection. Human rights are interpreted both as a subject of domestic and international law.

The focus is on relation between human rights and national security. They are considered as interconnected and complementary categories.

Contents of study subject:

I Module: General issues of human rights and security

Objectives: reflecting on the concept of human rights, its historical background and basic theories

Expected results: understanding of human rights concept meaning and significance

II Module: Instruments and mechanisms of human rights protection

Objectives: familiarizing with the instruments and mechanism of human rights protection

Expected results: gaining knowledge for implementation of human rights

III Module: Particular issues of human rights and security

Objectives: familiarizing in depth with some specific issues and new dimensions of human rights in the context of general and individual security

Expected results: building of an active civic and professional standing for human

rights protection

Educational technology and assessment:

The basic form of education is giving lectures. For better communication multimedia tools and videos are used.

The exam is in writing. The assessment criteria are communicated in advance by the teacher, the participation during the term is taken into account.

Syllabi:

For individual work:

1. Working out of summaries of articles, books, etc.
2. Elaboration of PowerPoint Presentations on issues of particular interest
3. Working out of brochures

For group work:

1. Study simulation of the UN Human Rights Council session
2. Study simulation of a hearing of the European Court of Human Rights

Bibliography:

Basic literature

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CRISIS MANAGEMENT

ECTS credits: 4

Weekly workload: 3 hours lectures

Assessment of the knowledge: current assessment

Exam type: written

Term: II

Methodical Guidance:

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

Lecturer:

Assoc. Prof. Dr. Valentin Vassilev, Department of «Public Law and Public Management»,
Faculty of Law and History
Office tel: 073/ 886617

Summary:

The course aims at building basic knowledge and developing skills for the efficient application crisis management in the modern organization.

Beside the theoretical and systematic exposition the content of the course material offers also a number of analytical techniques and management advices and methods..

The topics included in this course are consistent with the recent international publications as well as with the expert knowledge and experience of the leading countries in this area.

The course contains 30 teaching hours of class lectures and exercises and 90 hours of extracurricular learning.

Course content:

Nature of the crisis. Crisis situation management – basic characteristics.

Crisis management process – theoretical aspects

Evaluation of the potential hazards

Avoidance of the potential problem situations in the organization activity

Planning for possible unexpected events

Crisis recognition

Crisis situation management

Crisis resolution

Media control

Lessons learned from the crisis

Crisis situation management and HR department

Problems faced by the HR department in times of crisis

Operative personnel management in times of crisis

Possible errors of the HR department in times of crisis, problems and ways to solve them

Overview of the leadership role in times of crisis

How to gain benefits from the uncertainty?

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.