

## **Major „Public Administration”**

The major "Public Administration" is relatively new for the Bulgarian higher education. For the first time the training experience in Bulgaria started at the South-West University "Neofit Rilski", Blagoevgrad in 1993.

The reform of the public administration and the accession of Bulgaria to the European Union, have made the major "Public Administration" one of the most prestigious ones. There is an increase in the number of applicant for this major every year. Those applicants are from the Bulgaria and abroad.

Training is carried out in accordance with the European standards, with models and achievements of our leading schools and of foreign senior schools. The vocational program is adapted permanently in view of the changes in the public sphere.

Currently the major "Public Administration" at the Law and History Faculty is accredited by the National Agency for Assessment and Accreditation of the lengthy period of five years.

The curriculum of the educational qualification degree of "Bachelor" in Public Administration provides fundamental knowledge in four main areas: management, economy, law and political science. This training provides opportunities for the development of skills and capabilities for the identification and analysis of the trends in social processes and phenomena; for the development of a modern and wide spectrum of administrative capacity in the field of public management; for communication and interaction with the public, political structures, the media; for group interaction and work in teams; for an effective organization and high culture of the administrative service; the ability to work in a multicultural environment and the knowledge of good practices of Europe and the world in the sphere of operation of public institutions.

The educational plans and programs according to which the students are taught are fully matched with those of the leading European universities, which allow one to recognize the examinations set in the country and in the other educational institutions.

Training is carried out via modern methodology, thorough interactive methods, with multimedia application, videos, simulations, etc. During training sessions students solve practical cases, situations, use role plays, and conduct managerial and legal simulations of real challenges of the activities of public institutions.

There are long traditions in the major of engaging the students in research projects in the field of public management in different directions, which is particularly important for the preparation of the students.

There is an internship being conducted during the training. The internship is held in the central and the territorial administration of the executive and the judiciary.

The introduction of the credit system has made students more competitive and facilitated their mobility within the European Union and other countries.

Teaching is carried out by highly qualified recognized teachers (professors, associate professors and doctors of public administration) and external specialists on the practice (Council of Ministers, the Ministry of Finance, Ministry of Internal Affairs, the Customs Agency, Financial Supervision Commission, Institute of Public Administration of the Council of Ministers, National Revenue Agency, etc.)

The duration of the training for educational qualification degree of "Bachelor" is four years of full-time and part-time training.

The achieved minimum annual grade average is Very Good (5) and allows training in other majors such as "Law", "International Relations", "European Studies", "Public Relations", "History", etc.

Particular attention shall be paid to the ongoing training of graduated students. Graduates of the educational qualification degree "Master" can continue their training for the acquisition of educational and scientific degree of "Doctor".

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Training in "Public Administration" creates opportunities for graduates to realize and adapt successfully to dynamic changes in the administrative practice, especially as:

- experts and specialists in the public administration (central and territorial administration);
- advisers and consultants in units of public administration;
- specialists in the institutions of the European Union in the country.

The leading purpose in the training of the students is that the graduates of the major "Public Administration" are competitive both in Bulgaria and on the European labor markets having quality training, including both, in-depth theoretical fundamental knowledge, as well as developed practical skills.

**STRUCTURE OF A TRAINING PLAN**  
/used in ECTS-European Commission/  
Major: Public administration, Bachelors  
Code: 04.37\_12.10

<b>First year</b>			
<u>First semester</u>	ECTS credits	<u>Second semester</u>	ECTS credits
1. Management theory	8.0	1. Introduction to law – part II	5.0
2. Legislation	7.0	2. Constitutional law – part I	6.0
3. Introduction to law – part I	6.0	3. General theory of market economy	5.0
4. Psychology of management	5.0	4. Sociology of management	5.0
5. Sport		5. Information systems and technologies	5.0
		6. Sport	
<b>Elective subjects (students choose one course)</b>		<b>Elective subjects (students choose one course)</b>	
1. Administrative culture and ethics	4.0	1. Social politics and demographic processes	4.0
2. State authorities and state government	4.0	2. History of the Bulgarian state institutions	4.0
3. Communication skills	4.0	3. Economics of the public sector	4.0
4. Political science	4.0	4. Foreign language	4.0
5. Foreign language	4.0		

	Total 30		Total 30
<b>Second year</b>			
First semester	ECTS credits	Second semester	ECTS credits
1. Constitutional – part II 2. Foundations of public administration 3. Administrative law 4. Sport	8.0 9.0 9.0	1. Management and leadership technologies 2. Administrative procedure law 3. Foundations of civil law – part I 4. Sport	9.0 9.0 8.0
<b>Elective subjects</b> <b>(students choose one course)</b>		<b>Elective subjects</b> <b>(students choose one course)</b>	
1. Civil society and civil control 2. Archive study and documentation 3. Territorial planning 4. Administration of the law enforcement authorities 5. Foreign language	4.0 4.0 4.0 4.0 4.0	1. Comparative administrative law 2. Law of intellectual property 3. Marketing in the public sphere 4. Globalization and regional development 5. Foreign language	4.0 4.0 4.0 4.0 4.0
	Total 30		Total 30
<b>Third year</b>			
<u>First semester</u>	ECTS credits	<u>Second semester</u>	ECTS credits
1. Foundations of civil law – part II 2. Local swlf- government 3. Financial law 4. Communication and public relations	7.0 6.0 7.0 6.0	1. Strategic management in the public sphere 2. Public finance 3. Human resource management	9.0 8.0 9.0
<b>Elective subjects</b> <b>(students choose one course)</b>		<b>Elective subjects</b> <b>(students choose one course)</b>	

1. Customs law	4.0	1. Banking law	4.0
2. European public administration	4.0	2. Comparative public administration	4.0
3. Public administration control	4.0	3. Prevention and counterwork of corruption	4.0
4. International public law	4.0		
	Total 30		Total 30
<b>Fourth year</b>			
First semester	ECTS credits	Second semester	ECTS credits
1. European Union law	5.0	1. Labor law – part II	6.0
2. Social security law	6.0	2. Legal regime of the civil service	6.0
3. Regional economics	6.0	3. Public management	4.0
4. Labor law – part I	5.0		
5. State regulation of the economy	4.0		
<b>Elective subjects (students choose one course)</b>		<b>Elective subjects (students choose one course)</b>	
1. Territorial security	4.0	1. Tax law	4.0
2. Human rights protection	4.0	2. Civil society and non-government sector	4.0
3. Legal nonprofit entities	4.0	3. Innovations and innovation politics	4.0
4. Organizational behavior	4.0	4. Public property	4.0
5. Municipal investments	4.0	5. Internet marketing in the public sphere	4.0
	Total 30		Total 30
<b>Graduation – Thesis defense</b>			
Public law science and management of public activity	10.0		

## **Management Theory**

**ECTS Credits:** 8.0

**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:**

Prof. Dr. Stoiko Stoikov, 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

## **LEGISLATIVE ACTIVITY**

**ECTS credits:** 7.0

**Hours per week:** 3 h lectures

**Form for verification of knowledge:** Current assessment

**Type of the exam:** Written

**Semester:** I

**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/ 886614, 073/ 833208, e-mail: [stanin@law.swu.bg](mailto:stanin@law.swu.bg)

**Annotation:**

The course in Theory of legislative activity includes the following content modules:

1. Concept for lawmaking activity.
2. The legislative activity given and constructed.
3. The untypical legislator, elaborating projects for normative acts.

The aims of the course "Theory of the legislative activity" are: to acquaint students with the formation of the sources of law, to clarify the peculiarities of pre-legislative activity and the legislative activity while a lawmaking decision, to analyze the types legislative work; lawmaking factors and the role of untypical legislature in the stage of the legislative drafts before the one in the parliament.

**Content of the course:**

**MODULE I: Concept of legislative activity**

THEME № 1 Scope of legislative activity.

THEME № 2 Essence of legislative activity.

THEME № 3 The role of untypical legislator.

**MODULE II: legislative activity - granted and constructed**

THEME № 4 legislative activity- granted and designed.

THEME № 5 Transforming of rights' changing factors in positive law.

### **MODULE III: Untypical legislators and the drafting of legislation**

THEME № 6 Participation of the untypical legislature to draft legal regulations.

THEME № 7 Elaboration of draft laws.

#### **Technology of teaching and assessment:**

The basic form of training is lectures. For individual work is assigned to drawing up theoretical and scientific- practical works, solving tests.

The final grade is formed by assessing the students' answers on two topics from the questionnaire and accounted the results of the current assessment.

## **INRODUCTION TO LAW 1**

**ECTS credits:** 6.0

**Form for verification of knowledge:** Current assessment

**Type of the exam:** Written

**Semester:** I

#### **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/ 886614, 073/ 833208, e-mail: [stanin@law.swu.bg](mailto:stanin@law.swu.bg)

#### **Annotation:**

The course entitled “Basics of law” contains the following modules:

Module I. Law as a legal system.

Module II. Realization of law.

Module III. Implementation of the Law in main public and private sectors.

Course Objectives: Disclosure of those general features of the law resulting from its own nature. To cover legal reality in its fullness, and reveals the essence of basic legal concepts, provides that level of knowledge that apply to the right as a whole.**Content of the course:**

#### **Technology of teaching and assessment:**

The basic form of training is lectures. For individual work is assigned to drawing up theoretical and scientific- practical works, solving tests.

The final grade is formed by assessing the students' answers on two topics from the questionnaire and accounted the results of the current assessment.

## PSYCHOLOGY OF MANAGEMENT

**ECTS credits:** 5

**Type of the course:** compulsory

**Hours per week:** lectures – 2

**Assessment form:** written exam

**Leading department:** Faculty of law and History, Department of Public Law and Public Management

**Lecturer:** Assoc. Prof. Ivanka Asenova, PhD, Department of Psychology, Faculty of Philosophy

**e-mail:** [asenova\\_iva@swu.bg](mailto:asenova_iva@swu.bg)

### **Annotation:**

The main goals of the discipline are: Clarifying the basic concepts and theories in Psychology of Management; Acquiring basic knowledge about psychological regularities of the behavior of the manager in a management system; Mastering basic knowledge about psychological aspects of management and the specificity of the work of the leader; Introduction to the specific character of the personality of the leader and the subordinate as well as the interpersonal relations in a working team, the factors that affect them and the mechanisms for their management; Acquiring knowledge about basic psychological parameters of business communication, and developing basic skills in the participation and management of the process of business communication.

### **Content of the course:**

The educational content includes the following modules: 1) Scientific statute of Psychology of management. Psychological characteristics of the process of management; 2) Personality of the leader and the subordinate. Interpersonal relations in a working team; 3) Business communication – psychological aspects.

### **Technology of education and assessment:**

The used educational methods are the following: Conversation, discussion, associative method, conference, power point presentation; problem, analyse, scenario analyse.

The assessment of the students' results is done accordingly to the ECTS. The rating on each subject is formed at the end of the course on the basis of the rating of a written essay on a topic discussed during the lectures and on the basis of the rating of the student's extra-curriculum activity.

## INRODUCTION TO LAW 2

**ECTS credits:** 5.0

**Hours per week:** 4 h lectures

**Form for verification of knowledge:** Current assessment

**Type of the exam:** Written

**Semester:** II

**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/ 886614, 073/ 833208, e-mail: [stanin@law.swu.bg](mailto:stanin@law.swu.bg)

**Annotation:**

The course entitled “Basics of law” contains the following modules:

Module I. Law as a legal system.

Module II. Realization of law.

Module III. Implementation of the Law in main public and private sectors.

Course Objectives: Disclosure of those general features of the law resulting from its own nature. To cover legal reality in its fullness, and reveals the essence of basic legal concepts, provides that level of knowledge that apply to the right as a whole.**Content of the course:**

**Technology of teaching and assessment:**

The basic form of training is lectures. For individual work is assigned to drawing up theoretical and scientific- practical works, solving tests.

The final grade is formed by assessing the students' answers on two topics from the questionnaire and accounted the results of the current assessment.

## **Constitutional Law part 1**

**ECTS credits:** 6

**Semesters:** II

**Type of the course:** compulsory

**Hours per week:** 6 hours lecturers, 1 hour seminars

**Assessment form:** exam / continuous assessment

**Leading department:** Department of Public Law and Public Management,  
Faculty of Law and History

**Lecturer:** Prof. Georgi Bliznashki, PHD, Faculty of Law and History

**e-mail:** georgi\_bliznashki@yahoo.com

**Annotation:**

The Constitutional Law is a foundation for all branches of law. It gives the fundamental principles of the whole legal system. The course explains the constitutional basis of both the political and economic systems of Republic of Bulgaria. The students study the basic principles for organization and functioning of the government and the civil society. In this regard, the students are provided a detailed review of the forms of direct democracy, the system of the government authorities, as well as the constitutional principles for their organization and activity. It emphasis on the legal status of the citizens, and the legal status of

the Bulgarian citizenship, the basic rights and duties of the citizens and the constitutional guarantees for their implementation are studied in detail.

**Course Content:**

Constitutionalism. Constitutional Studies. Principles of the Constitutional Law. Constitutional Fundamentals for the Political System in Republic of Bulgaria. Constitutional Foundations of the Economic System in Republic of Bulgaria. State Power in Republic of Bulgaria. State Authorities. Legal Status of the Citizens. Voting System and Voting Law. National Assembly. President of Republic of Bulgaria. Council of Ministers. Court System. Constitutional Foundations of the Local Self-Governance and the Local Administration. Constitutional Court. Revision of the Constitution.

**Methods of Teaching and Assessment:**

Teaching is conducted through lectures and seminars. The seminars include discussions and debates on current issues, both theoretically and practically, research and discussion of the jurisprudence of the Constitutional Court, solving of cases, preparation of reports and writing of term papers. The requirements for the semester are regular attendance of the classes, implementation of the assigned tasks and participation in the teamwork. The knowledge of the students is assessed by regular tests during the semester, as the assessment of the results achieved during the course of study is in accordance with Regulation No. 21 of the Ministry of Education and Science from 30.09.2004 on the application of the system for accumulation and transfer of credits.

## **Constitutional Law part 2**

**ECTS credits:** 8

**Semesters:** III

**Type of the course:** compulsory

**Hours per week:** 6 hours lecturers, 1 hour seminars

**Assessment form:** exam / continuous assessment

**Leading department:** Department of Public Law and Public Management,  
Faculty of Law and History

**Lecturer:** Prof. Georgi Bliznashki, PHD, Faculty of Law and History

**e-mail:** georgi\_bliznashki@yahoo.com

**Annotation:**

The Constitutional Law is a foundation for all branches of law. It gives the fundamental principles of the whole legal system. The course explains the constitutional basis of both the political and economic systems of Republic of Bulgaria. The students study the basic principles for organization and functioning of the government and the civil society. In this regard, the students are provided a detailed review of the forms of direct democracy, the system of the government authorities, as well as the constitutional principles for their organization and activity. It emphasizes on the legal status of the citizens, and the legal status of the Bulgarian citizenship, the basic rights and duties of the citizens and the constitutional guarantees for their implementation are studied in detail.

**Course Content:**

Constitutionalism. Constitutional Studies. Principles of the Constitutional Law. Constitutional Fundamentals for the Political System in Republic of Bulgaria. Constitutional Foundations of the Economic System in Republic of Bulgaria. State Power in Republic of Bulgaria. State Authorities. Legal Status of the Citizens. Voting System and Voting Law. National Assembly. President of Republic of Bulgaria. Council of Ministers. Court System. Constitutional Foundations of the Local Self-Governance and the Local Administration. Constitutional Court. Revision of the Constitution.

**Methods of Teaching and Assessment:**

Teaching is conducted through lectures and seminars. The seminars include discussions and debates on current issues, both theoretically and practically, research and discussion of the jurisprudence of the Constitutional Court, solving of cases, preparation of reports and writing of term papers. The requirements for the semester are regular attendance of the classes, implementation of the assigned tasks and participation in the teamwork. The knowledge of the students is assessed by regular tests during the semester, as the assessment of the results achieved during the course of study is in accordance with Regulation No. 21 of the Ministry of Education and Science from 30.09.2004 on the application of the system for accumulation and transfer of credits.

## **Foundations of Public Administration**

**ECTS Credits:** 9

**Weekly Number of Classes:** 5 classes (lectures) + 2 class (seminars)

**Type of Knowledge Check:** Continuous Assessment

**Type of Exam:** Written

**Semester:** III

**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. The course is interdisciplinary and the issues that are considered belong to different areas – legal, managerial, administrative, sociological, political. 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. It precedes the study of special subjects as the legal regime of the state service, control in public administration, etc.

**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; Public administration as a science and as an academic discipline; 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; Operative independence and limited competence; 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; Control in management; Control within administration; Control over administration; The institution of “ombudsman” and its importance in public administration; Administrative ethics; Factors influencing administrative ethics; Infrastructure of administrative ethics; Corruption and anti-corruption in public administration; Public Administration in the Democratic State; Administrative Reform – Tasks, Approaches and Strategies; Tendencies in the Development of Administration. Rethinking of the Public Administration; Comparative European 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.

## **Administrative law**

**ECTS credits:** 9

**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 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., Дискуссионни 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, Фенея, 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.

## **Management and leadership technologies**

### **Methodical Guidance:**

Department of «Public Law and Public Management»,

Faculty of Law and History

### **Lecturer:**

Assoc. Prof. Dr. Valentin Vassilev,

The main objective of the course is for students to learn the nature, principles, approaches and methods of the modern public management and to develop skills for territorial units.

The following key issues are subject of the course:

- Formation of the theory and practice of the public management;
- Main characteristics of the modern public management;
- The public management in the information society;
- Structuring the systems, tasks and responsibilities;
- Current trends in the HR management;
- Building effective working relationships;
- Teams and team work in the public management;
- Crisis management.

### **Course content:**

The course includes the following topics:

1. Formation of the theory and practice of the public management.
2. Traditional model.
3. Public Choice Theory. Neo-Taylorism.
4. Key issues arising from the implementation of the administrative and bureaucratic public management.
5. The modern state and the need of a “new” public management.
6. Approaches, methods and actions of the modern public management.
7. Alternative approach.
8. Public entrepreneurship. Principles for building entrepreneurial management in the public sector.
9. Basic requirements for the managers in the territorial units. Types of managers.
10. Development of individual and team skills for better performance. From management to leadership.
11. Organizational climate.
12. Interaction between leadership style and organizational climate.
13. Public management in the information society.
14. Information systems for decision making.
15. Legal, functional and organizational optimization of the administrative structures.
16. Current trends in the HR management. Strategic management of the human resources.
17. Benchmarking as a management tool.

18. Crisis management.
19. Management between order and chaos.
20. Time management for the manager.

### **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

## **Local self-government**

**ECTS credits:** 6

**Semester:** V

**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](mailto:margo@law.swu.bg)

### **Annotation:**

In the course “Municipal law” /Local government/ we cover the main problems of local government and local administration. In the legal logic sequence we cover the essence of local government, its goals, principles, and historical development. The central place is given to the legal status of the municipality, the municipal council, its forming and functioning. Special attention is paid to the status of the organs of local administration – the mayors of municipalities, regions, and town halls. We study the functioning of the links of the specialized and common municipal administration. Within the scope of the course we also include the problems, connected with the administrative and court control over the acts of the organs of local government and local administration. Within the scope of the covered issues, we include the legal regime of the municipal property, its protection, the rights of the municipality in the regulation of the economic activity, environmental protection, and so on.

### **Subject contents:**



Municipal law – concept, subject, system, and sources. Local government. Concept, main goals and principles. Constitutional principles of local government. European charter for local government. Main principles. Legal status of the local elections. Principles. Designing the election regions and sections. Elections committees. Proposing and registering the candidates for council members and mayors. Administrative-territorial structure of the Republic of Bulgaria. Administrative-territorial units. Municipality. Region. Constitutive elements. Constitutive administrative-territorial units. Region. Town hall. Territorial units. Populated area. Township. Administrative-territorial changes. Forms of direct participation of the population in municipal government. Municipal council – constitution, structure, competence. Legal acts of the municipal council. Types, order, conditions for accepting and appealing. Committees of the municipal council – concept, types, competence, and order of activities. Legal status of the chairperson of the municipal council. Legal status of the municipal council member. Legal status of the municipal employees. Legal status of the mayor of the municipality, region, and town hall. Mandate. Powers of the mayor of the municipality, region, and town hall. Legal acts of the mayor of the municipality, region, and town hall. Concepts and types. Legal status of the regional governor and deputy regional governor. Administrative and court control over the acts of the organs of the municipal government and administration. Association of municipalities. Relations of the municipal council with state organs.

### **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. Спасов, Б., Общинско самоуправление /Общинско право/, С., Софи-Р, 2000г.
2. Спасов, Б., Конституционно право, С., 2002г.
3. Миланов, Ж., Местното самоуправление, С., Юриспрес, 2001г. 3.
4. Сивков, Ц., Общината – основни публичноправни аспекти, С., Сиби, 2002г.
5. Костов, Д., административно-териториално устройство на РБ, С., Сиби, 2000г.
6. Балабанова, Хр., Местно управление и местна администрация, В., Тедина, 1996г.
7. Спасов, Б., Изпълнителна власт, С., 2001г.
8. Стойчев, Ст., Избирателни системи и избирателни процедури, С., 2000г.
9. Балабанова, Хр., Кметът в местното самоуправление, С., 1992г.
10. Дерменджиев, Ив., Д. Костов, Д. Хрусанов, Административно право на РБ, Обща част, С., Сиби, 2001г.

## **Communications and Public Relations**

Public relations implicitly support the understanding and the modification of the social change. PR seek, find and implement new ways to communicate. PR identify target audiences, develop effectiveness of communication with them, translate public and institutional goals and ideas to the individual and group behavior.

Strategic communications being means communicating the best message, through the right channels, measured against well-considered organizational and communications-specific goals.

The aim of the course is to introduce the students the essence and the possibilities of public relations in the modern society, and the application of the techniques to work with the audiences as well. Subject of the main topics considered are the definitions, the history and the development of public relations, the aspects, the functions and the fundamental techniques for the realization of public relations in the organization. The emphasis is on the practical preparation of materials for public relations and media relations.

#### Course content

Part I. The role of communications in the modern organization

Part II. Essence and principles of public relations. Techniques of public relations

### **ORGANIZATION OF THE TEACHING PROCESS**

Traditionally held lectures. During the lectures Power Point slides are used as well as a number of audio and visual devices which will help the lecturer illustrate the scientific problems.

The tuition ends with presentation and defense a project. The final mark is formed after considering the student's work and effort during the semester. The written exam is a test and may include a case study solution.

## **Strategic Management in the Public Sphere**

**ECTS Credits:** 9

**Weekly Number of Classes:** 4 classes (lectures) + 2 class (seminars)

**Type of Knowledge Check:** Continuous Assessment

**Type of Exam:** Written

**Semester:** VI

**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 course includes the study of fundamental issues of strategic management in the public sphere. The main objective of the course is to form knowledge about the mechanism of strategic management in the public sphere. It starts with the explanation of basic concepts and categories of the studied issues. The essence, contents and characteristics of the management of organizations in the public sphere have been clarified. The character of the concept "strategy" has been made clear in detail, presenting different views. The essence, phases, subjects and objects of strategic management in the public sphere, techniques and tools associated with this type of management have been examined. The importance of strategic thinking and strategic guidance in the public sphere is outlined. The schools of contemporary strategic thinking are presented in detail. The modern theory of strategic management generally divided into two major parts, including various concepts and theories of strategy has been scrutinized. The essence, specificity and mechanisms of strategic planning are explained. The process of creating and implementing a strategy in the public sphere has been outlined: The elements /phases/ of the process of strategic planning and management, including laying down a mission, vision and goals, analysis of the external and internal environment of the

organization, etc. are reviewed in detail in separate topics. Emphasis is placed on the monitoring of public strategies. There is a discussion of the main characteristics of public strategies, a variety of strategies are indicated and classified by different criteria. The contents and characteristics of the regional strategies and local development plans are clarified. There are different state administration and political strategies of the group of “miracles” such as “German miracle”, “South Korean miracle”, etc. that have been introduced.

#### **Course Contents:**

Public sector, public services, public management; Organization and management. Management of organizations in the public sphere; Strategy – concept; typical definitions; competitive strategy; Strategic management in the public sphere – concept, subjects and objects; the process of strategic management in the public sphere; Strategic thinking and strategic leadership in the public sphere – concept; principles of strategic thinking; strategic skills; strategic qualities; Schools of strategic thinking – a group of describing theories for strategies (group of describing schools); a group of prescribing theories for strategies (group of prescribing schools); Theoretical foundations of strategic management in the public sphere – types of theories; formation; development and fundamental researchers; basic concepts; contemporary concepts of strategic management; Strategic planning in the public sphere – concept; process of strategic planning in the public sphere; Mission and vision of the public organization – concept; requirements for the mission and vision; Objectives of the public organization – concept; types; requirements for public objectives; tree (diagram) of objectives: essence and technology for development; External and internal environment of the public organization – concept; characteristic features; Analysis of the external environment of the public organization – analysis purposes; methods and analysis techniques; Analysis of the internal environment of the public organization – analysis purposes; methods and analysis techniques; Types of strategies in the public sphere; Development and choice of strategies in the public sphere – main requirements and rules; objective and subjective difficulties developing strategies; prerequisites for selection; criteria for evaluation of public strategies; Implementation of strategies in the public sphere – tactic; policy; procedures; rules; Management of the realization and monitoring the implementation of strategies in the public sphere - concept; methods; types of control; Monitoring of public strategies – concept; role; Evaluation and updating public strategies - concept; evaluation of the situation; evaluation of results; evaluation of actions; evaluation of synergy; forms of actualization; Regional strategies and municipality development plans – concept; development; adoption; implementation; monitoring; updating; Strategic “miracles” in the public sphere.

#### **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.

## **PUBLIC FINANCE**

ECTS credits: 8

Form of assessment: ongoing assessment and exam

Exam type: written

Semester: VI

Methodological guidance:

Department of Finance and Accounting

Faculty of Economics,

Lecturers:

Prof. Chavdar Nikolov, Department of Finance and Accounting

Annotation:

The course aims to introduce students to basic economic theories of the emergence of finance as public relations, the main sources of formation necessary for the functioning of the state public resource and the main directions for its use.

Analyzed the types of tax systems and tax policies, different groups of taxes as a form of taxation on investment of the society and the newly created value during the financial year.

Objectives of terminology management tools, acquisition of skills and abilities for critical assessments of the state of public finances and their role in meeting the basic needs of society for specific public goods and services.

Developed rich text material, case studies and practical tasks designed to reinforce received in the course knowledge to develop and seek their actual application in practice

Course content:

Financial system; Public (fiscal) finances, Principles of Public Economy. Public needs and public needs; Government expenditure, nature and classification. Cost classification of Bulgaria; of public resources and methods for their accumulation; Origin and nature of the tax as an economic category, direct property taxes, direct income taxes, corporate income tax. Alternative forms of taxation and Mr. corporate income, Indirect taxes, Excise, Origin and nature of VAT. Organization of VAT. Tax credit. Documents reporting, duties and customs Quasi tax revenues, the Tax Insurance Procedure Code. Control over the collection and use of public funds, state budget, technology budget and budgetary process, local budgets, fiscal decentralization.

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.

## **Human Resource Management**

### **Methodical Guidance:**

Department of «Public Law and Public Management»,

Faculty of Law and History

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

### **Summary: VI**

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

## **EUROPEAN UNION LAW**

**ECTS Credits:** 5.0

**Form of Assessment:** Exam

**Type of exam:** Written

**Methodological guidance:** Law and History Faculty , Department of "International Law and International Relations"

**Lecturer: Assoc. Prof.** Gabriela Belova, PhD, Tel: 88 66 21; e-mail: [gbelova@law.swu.bg](mailto:gbelova@law.swu.bg)

Assistant prof. Anna Hristova, tel: 88 66 21

### **ANNOTATION:**

European Community law and the EU differ substantially from both international law and the domestic law of the Member States. It is a unique autonomous legal order which sets specific theoretical and practical issues. This separate legal system is in close and complex relationship with the domestic legal system of each Member State.

### **CONTENT OF THE COURSE:**

The lectures give students the opportunity to become acquainted with the nature, object, method and system of Law of the European Union, with its sources , principles , entities , bodies and their acts of fundamental rights in Law of the European Union , the legal basis of the Common Market , the legal nature Economic and Monetary Union , the legal expression of the common commercial policy, the common agricultural policy , the common transport policy, the regional policy , social and energy policy, the legal basis for foreign and security policy and cooperation on justice and home affairs in the EU .

### **TECHNOLOGI OF TEACHING AND EVALUATION:**

Teaching is conducted through lectures , tutorials and supervised individual work. The course is conducted in a traditional manner as approved introduces students to the theoretical foundations of the material in terms of setting up a new legal system. The seminars are held in the form of a debate , within which focuses on the main points by evaluating individual training of each student. Self- employment provides reporting and essays . During the

semester, a midterm test on theoretical issues. The final grade is based on a written exam. Term validation requires regular attendance at seminars and positive evaluations of control and individual work.

## **Regional Economy**

**ECTS credits:** 6.0

**Weekly teaching hours:** 4 lectures + 2 seminar exercises

Knowledge review protocol: Continual assessment

Type of examination: Written.

Semester: VII

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.

## **Legal status of the state office**

**ECTS credits:** 6.0

**Weekly classes:** 3л+1cy+0лы+0py+p

**Semester:** VIII

**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](mailto: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.

1. Къндева, Е., Б.Йорданов, Правен режим на държавната служба, С., Сиела, 2002
2. Къндева, Е. Публична администрация, Сиела, 1998
3. Къндева, Е. Ивона Спиридонова, Въведение в публичната администрация, ЦДО, НБУ, 1997
4. Костов, Д., Държавна служба, С., Сиби, 2002
5. Дерменджиев, Ив., Д. Костов, Д. Хрусанов, Административно право на РБългария, Обща част, С, 1995
6. Стайнов, П., А.Ангелов, Административно право на Народна република България, Обща част, С.1963
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

## **“PUBLIC MANAGEMENT”**

**ECTS Credits:** 4.0

**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: VIII****Methodological Guidance:**

Department “Public Law and Public Management”,

Faculty of Law and History

**Lecturer:**

Dr. Mladen Mladenov , Department “Public Law and Public Management”, phone: 0898 69 40 61, e-mail: [mlivanovml@gmail.com](mailto:mlivanovml@gmail.com)

**Anotation:**

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.

## **Elective subjects**

### **Territorial Planning**

**ECTS credits:** 4.0

**Form of assessment:** ongoing evaluation    **Type of exam:** written

**Semester:** III

**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.

### **Test questions for lecture exercises on Spatial Planning**

1. What are the similarities and differences with principles for Spatial planning in the Republic of Bulgaria and principles of European spatial planning?
2. What was the law that most long has regulated the public relations in Bulgarian spatial planning?
3. What is the „special law” for spatial planning in the country, which is currently the law in force and when it was passed?
4. What are the legitimate state and local authorities with general and specific competence in the field of territorial development?
5. What is the most widespread among the five types of territories according to Spatial Planning Act?
6. What are the basic characteristics of the Cadastre and Property Register?
7. What is the interaction between the authorities and services ensuring normal functioning of Cadastre and Register?
8. What is the importance of planning instruments – development schemes and development plans for successful realization of the policy on the spatial planning?
9. What are the mandatory components of land properties and basic requirements of their settlement?
10. What is the procedure for authorizing the construction and what are the required documents to ensure the legality of construction?
11. What are the key players in the construction industry and what are the relationships between them?
12. What is the essence of the legal requirements to the fitness of the buildings?
13. In what circumstances and in what order the competent authorities may recourse to eliminating of constructions, which are unfit for use and dangerous for people life and health?

14. What are the conditions for forcible expropriation of private properties for public use and the manner of their fair compensation?
15. How and who applies the administrative and judicial review on the spatial planning?
16. What are the most important prerequisites for preventing and removing of illegal construction?
17. What are the principles in the implementation of administrative liability on Spatial Planning Act for natural and legal persons?
18. What organization is „CEMAT” and what is its importance for European Spatial Planning Policy?
19. What are the main reasons for the adoption of CEMAT glossary?
20. What are the most important programs for spatial planning in Europe and worldwide?

## **GLOBALIZATION AND REGIONAL DEVELOPMENT**

**ECTS credits:** 4.0

**Weekly Number of Classes:**

2+0se+0e+0pe

**Type of Knowledge Check:** Examination

**Type of Exam:** Written

**Faculty and department providing the course:** Law and History Faculty, Department of Public Law and Public Management

**Lecturer:** Assoc. Prof. Nikolay Popov, PhD

### **ANNOTATION:**

The course “Globalization and Regional Development” takes substantial place in the professional training of the future bachelor in human resources management in the public sphere. Subject of analysis and discussion of the proposed course of topics are the phenomena of globalization and regionalization. The main goal of the course is to provide knowledge about the nature and the characteristics of the processes of globalization and regionalization. Through the presentation of the various definitions of globalization and regionalization are revealed different aspects of their nature.

### **CONTENTS OF THE EDUCATIONAL DISCIPLINE:**

Nature and characteristics of globalization and regionalization as processes; Basic approaches to globalization and regionalization; Political dimensions of globalization and regionalization; Economical dimensions of globalization and regionalization; Cultural dimensions of globalization and regionalization; Ecological dimensions of globalization and regionalization; Major regional unions – institutions and functions; Globalization and regionalization – interconnection and dependencies between processes; Bulgaria and the European Union under the conditions of globalization and regionalization; Political ideologies under the conditions of globalization and regionalization; Anti-globalism and alterglobalism as challenges of globalization and regionalization; Contemporary manifestations of nationalism as a challenge of globalization and regionalization; Other challenges of globalization and regionalization; Theories of international relations under the conditions of globalization and regionalization; Current trends and issues in the development of globalization and regionalization

### **MODE OF TEACHING AND EVALUATION:**

The lecture course with students is led in the traditionally approved way by using multimedia, too. The individual preparation envisages study of sections from the basic and additional literature; assignments resolution; test tasks resolution. All evaluations are based on written work.

## Comparative public administration

**ECTS credits:** 4.0

**Weekly classes:** 2л+0cy+0лы+0пу+p

**Semester:** VI

**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](mailto: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.

## **Human Rights Protection**

**ECTS credits:** 4.0

**Horarium:** 30 lecture hours

**Form of control:** process of continuous assessment      **Exam:** writing

**Term:** VII

**Methodology guidance:**

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

**Lecturer:**

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

**30. Organizational behavior**

**Methodical Guidance:**

Department of «Public Law and Public Management»,

Faculty of Law and History

**Lecturer:**

Assoc. Prof. Dr. Valentin Vassilev,

**Summary:**

The course aims at building basic knowledge and developing skills for organizational behavior management in the administration.

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 75 teaching hours of class lectures and exercises and 105 hours of extracurricular learning.

**Course content:**

Introduction in the organizational behavior. Individual conduct at work. Group process management. Interpersonal and group behavior. Group dynamics (conferring group, group as



an efficient team). “Group mind” phenomenon. Cultural differences and organizational behavior. Stress management – need and opportunities. Effectiveness and efficiency of the organization and organizational culture. Pro-social behavior in the organization. The human factor and the ambivalent behavior in the organization. Organizational socialization. Organizational development. Organizational diagnosis and systematic analysis of the management. Career development and organizational behavior. Concept of relation - „To manage yourself and the organizational behavior”

### **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

# **TAX LAW**

**ECTS credits:** 4.0

**Type of the course:** compulsory

**Type of the exam:** written exam

**Hours per week:** 5 h lectures, 1 h seminars

**Form of verification of knowledge:** current assessment

**Semester:** VIII

**Methodological guide:**

Department of “Public Law and Public Management”,

Faculty of Law and History

**Lecturers:**

Assoc.Prof. Phd Valentina Aleksandrova Goleva, Department of “Public Law and Public Management”,

**Contacts:** 073/886621, 073/ 833208, e-mail: [aleksandrovavalentina@law.swu.bg](mailto:aleksandrovavalentina@law.swu.bg)

## **Annotation:**

Tax Law course aims to build a clear concept about Tax-Social Security Process in Republic of Bulgaria, through their consideration from normative, theoretical and practical point of view, as well as with the valid norms of the European and International Law in Republic of Bulgaria, concerning Tax-Social Security. Students will familiarize with the basic components of Tax-Social Security Process in Republic of Bulgaria, as well as with logic and phases of its development from practical and normative point of view, they will also be able to orientate themselves practically and normatively in the matter of Tax-Social Security Process and implement it in professional, academic and life aspect.

## **Content of the course:**

The course studies the system of legal norms which establish specific rules and procedures for: registration proceedings, declaring and procedures for determining the amount of taxes and their effective collection from the revenue authorities. Particular attention will be paid to the ensurance of legal entities` procedural rights about terms and conditions related to tax collection and protection of citizens` constitutional rights. The contents is consistent with the knowledge students receive from other subjects in the curriculum.

## **Technology of teaching and assessment:**

The training in the form of lectures. Throughout the work attention is paid to the use of visual aids - presentations and Internet inclusions, as well as regulations. The leading idea is to create conditions for provoking discussions on each topic of the course. Students should acquire knowledge on the specifics of the tourism industry, international tourism enterprises and the establishment of strategic alliances between them.

The course ends with a written exam. The course gives priority to practical and independent work of students, which is intended to be individual and in workgroups. Knowledge, skills and expertise in developing both practical exercises and the assignments and course work are assessed.

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