PEGASO
Università Telematica
D.M. 20 04 2006 G.U. n° 118 del 23 05 2006

MASTER LEVEL II

PUBLIC ADMINISTRATION

1ST Edition

1500 hours 60 ECTS

Academic Year 2018/2019

MAINT05

Title	PUBLIC ADMINISTRATION
Edition	1ST Edition
Area	Law
Category	MASTER
Level	Level II
Academic Year	2018/2019
Duration	One year, 1500 hours, 60 ECTS
Objectives	The objective of the programme is to provide students fundamental knowledge and skills for practice in public administration in compliance with the administrative requirements and EU standards. The master programme gives knowledge and skills in management, law, economics, political sciences. It is focused on development of skills for identification of the problems and analysis of the trends in social processes; interactions with political structures, community and media; team-work; effective organization and culture of administrative services, etc. Graduates will be creative persons both motivated and capable to pursue various career development options in public administration.
Directors	Prof. Ivan Velichkov

Steering Committee	Teaching staff will be composed of Italian and European countries professors on international level, invited for special lessons and seminars for the blended form. They will prepare the online materials and provide references. All professors, both Italian and foreign have skills and competence in the field of public administration, management, and social sciences, as well as fluency in English. The professors, both for the Pegaso Faculty of the online university and for direct recruitment, are selected based on specific academic and practical skills in public administration. The international professors are selected from universities and professional associations and commonwealth societies, whereas preference is given also to practicing professors. For teaching, the University involves a scientific committee, composed of university professors, experts in the profession in view to transfer effectively the practical and operating skills and bring students closer to the diverse occupational setting and promote their career orientation.

Tools

The blended form of the programme in Public administration combines classroom-based curriculum with research. Before graduation, all students, both enrolled in blended and online form, must complete a project in view to demonstrate their knowledge on a specific area or issue.

Training is organized as to involve students in discussion of cases, multimedia simulations, individual exercises and workshops carried out in collaboration with specialists in order to align theoretical with applied knowledge also through the continuous interaction between frontal and participatory learning.

Students are provided with online Tutors/Help Desk in order to have tailored form of project assignments and work. Each student has an entry/exit coaching component, delivered online and aimed to facilitate personal career orientation.

Once enrolled students are provided with id and pw for logging into the online Pegaso platform, where it is possible to find all the educational materials available 24 hours a day:

- Online videolessons (each lesson lasts 20/30 min; each module consists of several online videolessons for a total of modules corresponding to 60 ECTS);
- Specifically arranged hard copy;
- Bibliographic reference;
- List of websites (referring links recommended by professors for a detailed study);
- Evaluation online tests for each individual course
- Applied exercises and workshops (for the blended form of training)
- Team and individual project works (assigned by and/or agreed with professors)

Project works are be presented and discussed as a part of the examinations when applicable along with completion of the multiple-choice tests aimed to evaluate the *learning outcomes* of each candidate for the educational modules. Defense of the graduate projects is in presence.

The educational materials are provided in the following languages: English

(Delivery of the programme in Bulgarian language can also be organized upon achievement of a minimum number of 25 applicants).

Contents

	Topics	ECTS
1	Principles of Public Administration	6
2	Theory and Practice of Management	6
3	Administrative Law and Administrative Process	6
4	Regional Economics	4
5	Business Relations and Communications Skills of Employees in Administration	4
6	European Administrative Area. Transformation of the Administrative System	4
7	Public Administration and Good Management in the Modern State	4
8	Territorial Administration and Regional Development	4
9	Public-sector Strategic Planning	4
10	Management of Public Property and Infrastructure	3
11	Graduate project	15
	Total	**60**

Committments

Students are required to:

- study the educational material, both online and hard copy, specifically arranged;
- pass the evaluation online tests (intermediate tests within each lesson; final tests for each course);
- complete course projects (blended form);
- participate in seminars and attendance modules (blended form)
- complete the practice;
- defend the graduate project (final exam in presence).

On-site meetings for students may occur as support to the educational activities, if necessary, for planning and managing modules related to team and individual research work.

Upon achievement of a minimum number of 25 candidates, exams can be held in any University exam centre in Italy and Bulgaria.

Internship / practice is in presence.

Graduate projects will be presented upon achievement of a minimum number of 25 candidates in University exam center in Italy and Bulgaria.

Access Qualifications

Admission qualifications for enrolment in the master programme:

- Bachelor’s and/or Master’s degree in social sciences.

Enrolment terms

Enrolment always open

Terms and Conditions	The University reserves the right to activate the course upon achieving at least 25 participants. The enrolment implies the acceptance of Terms and Conditions, available on website page: docs.unipegaso.it/postlaurea/cond_util_post.pdf
Enrolment fees	**€ 1750,00** to which are added € 50 for service contribution **to be paid in a single instalment at the time of registration** **(or by the following installments)**

	Instalment	Deadline
1	750€ + € 50 for service contribution	at the time of registration
2	500€	after 1st month of the enrolment
3	500€	after 2nd month of the enrolment

Payment modalities	The payment of the each instalment must be through wire transfer MADE BY THE STUDENT and ADDRESSED to the following bank account details: **UNIVERSITA' TELEMATICA PEGASO** **Banca Generali** **IBAN: IT 44 M 03075 02200 CC8500647145** **SWIFT: BGENIT2T** **Please remember to clearly indicate in the reason of payment via bank transfer: your name, surname and the reference number of payment for the stamp duty (D.P.R. n° 642 del 26/10/72) followed by the code MAINT05** WE NOTIFY YOU THAT PAYMENT RECEIPTS ARE NOT ISSUED. FOR THE REQUEST OF CERTIFICATES AND OTHER REQUESTS TO THE FOLLOWING LINK https://www.unipegaso.it/website/studenti/segreteria

Data Protection Act	All your personal data will be collected, handled and stored in full compliance with the General Data Protection Regulation, applicable as of May 25th, 2018 in all member states to harmonize data privacy laws across Europe. It is possible to consult the information on the Università Telematica Pegaso website, at the address: http://www.unipegaso.it/website/privacy. It is possible to consult the information on the UniversitÃ Telematica Pegaso website, at the address: http://www.unipegaso.it/website/privacy
Enrollment foreign students	Foreign students coming from countries outside the European Union must apply for pre-registration (by the date established each year by the MIUR available on the website www.miur.it) at the Italian representation competent for the territory. For the purpose of enrollment, the candidate must present a declaration of value on the spot of the title obtained and a certified photocopy of the studies completed. All documents are issued by the Italian representation competent for the territory. Applications submitted after the deadline will not be accepted, without the above-mentioned documents and received autonomously and not by consular note. Conditional registration is not allowed.
Further information	For further information, please, send an email or contact: EU and NOT EU students: **internationalarea.enrolment@unipegaso.it** (for direct enrolments) or contact: **00359888865240** Italian students: postlaurea@unipegaso.it (administrative and educational); direzione@unipegaso.it (for registration at the headquarters) or contact the free number 800.185.095