

CURRICULUM

- 1. Course Code:** ÁEETE01
- 2. Course title:** Comparative Civil Service Law
- 3. Credit value and course structure:**
 - 3.1.** 3 credit
 - 3.2.** ratio of lectures and seminars: 0% seminar, 100% lecture
- 4. Name of major(s), specializations (where it is taught):** International Public Management BA
- 5. Name of organizational unit responsible for its education:** Department of Human Resources
- 6. Name, position, academic degree of tutor responsible for the curriculum:** Prof. Dr. Attila KUN PhD, professor
- 7. Number and types of classes**
 - 7.1.** full number of classes/semester:
 - 7.1.1. Full time course: 28 (28 LEC + 0 SEM)
 - 7.1.2. Part time course: 8 (8 LEC + 0 SEM)
 - 7.2.** weekly number of classes - full time course: 2 (2 LEC + 0 SEM)
 - 7.3.** Further special or unique methods applied throughout of the course:
- 8. The academic content of the subject:**

The course aims to offer a comparative overview of recent trends and issues in public service, civil service employment and labour relations, focusing on selected countries and models in different regions of the world. It puts particular emphasis on the impact of reforms on this sector in order to compare how civil services around the world are adapting to cope with managing public services in the 21st century. Even though the civil service is basically a legal construction, the course follows a multidisciplinary approach so as to examine employment in the public service from several aspects, including regulation (labour law and civil service law), labour market aspects, human resource management, public policy, governance studies etc.
- 9. Competences to be achieved:**

Knowledge: Basic multidisciplinary - but law-based - comparative knowledge of civil service systems around the world.

Capabilities: Understanding and interpreting various models, reforms and trends of civil service from a comparative perspective.

Attitude: Critical and analytical attitude towards civil service models, reforms and trends. Professional ethics and integrity within public sector employment.

Autonomy and responsibility: Ability to interpret, design and work within various civil service models with autonomy, responsibility and respect for others and the organization.
- 10. Required previous studies:**
- 11. The syllabus of the subject:**
 1. Differences of public sector employment to private sector employment and general issues of civil service law.
 2. Typical status and categories of government employees.

3. Typologies of national systems (based on categories such as career vs. position-based systems, closedness/openness of civil service etc.).
4. Key characteristics of the central government human resources management functions from a cross-country comparative perspective (selected issues): recruitment and selection, remuneration, promotion, mobility, job security etc.
5. Key characteristics of the central government human resources management functions from a cross-country comparative perspective (selected issues): conflicts of interests, appraisal / performance evaluation, training, personnel administration etc.
6. Key characteristics of the central government human resources management functions from a cross-country comparative perspective (selected issues): working time, discipline, liability, ethics / integrity, specific systems for top executives etc.
7. Labour relations and collective bargaining in the public sector.
8. Anglo-Saxon models of civil service.
9. Continental European models of civil service.
10. Mediterranean, or South European models of civil service.
11. Scandinavian models of civil service.
12. Eastern European models of civil service; Outlook to other regions of the world.
13. Key features of the Hungarian civil service from a comparative perspective.
14. Reforms trends. Summary, evaluation.

12. The frequency of offering the subject/its position in the curriculum of the term: 4. semester

13. Requirements of attendance, acceptable absence, opportunity for making up missed classes: Attendance at lectures is an obligatory. Students are obliged to attend at least 75% of the lectures. Above 25% of non-attendance means that the student has to complete a task which is determined by the lecturer of the subject.

14. Term assignments, testing knowledge: Lectures: Class contact teaching. Assignments individually: class participation, active contribution to the course work

15. The exact conditions of testing knowledge, obtaining signature or credits: The requirement for earning credits are obtaining the signature and passing the evaluation (ÉÉ).

15.1. The exact conditions of obtaining signature: Participation in at least 75% of the lectures is required to get a signature.

15.2. Evaluation: midterm evaluation (ÉÉ)

15.3. The exact conditions of obtaining credits: The requirement for earning credits are obtaining the signature and passing the exam.

16. Bibliography:

16.1. Compulsory readings:

- Demmke, Christoph – Moilanen, Timo: The future of public employment in central public administration – Restructuring in times of government transformation and the impact on status development. Maastricht/Berlin/Helsinki, European Institute of Public Administration, 2012.
- Nick Thijs - Gerhard Hammerschmid - Enora Palaric: A Comparative Overview of Public Administration Characteristics and Performance in EU28, Luxembourg: Publications Office of the European Union, 2018.
- Nick Thijs - Gerhard Hammerschmid (eds.): The Public Administration in the EU 28, Luxembourg: Publications Office of the European Union, 2018.

16.2. Recommended readings:

- Frits M. Van der Meer - J. Raadschelders - T. Toonen (Eds.): Comparative Civil Service Systems in the 21st Century 2nd Edition, Palgrave Macmillan, 2015. ISBN: 9781137325785
- Demmke, Christoph - Moilanen, Timo: Civil Services in the EU of 27: Reform Outcomes and the Future of the Civil Service, Peter Lang, Frankfurt am Main, 2010. ISBN: 9783631604663

- Casale, G. - Tenkorang, J.: Public service labour relations: A comparative overview, Geneva, International Labour Office, 2008.
- Becker, Alexander: The Legal Status of Public Employees or Public Servants: Comparing the Regulatory Frameworks in the United Kingdom, France, Belgium, and the Netherlands, 32 Comp. Lab. L. & Pol'y J. 949 (2010-2011).
- Bokodi Márta - Hazafi Zoltán - Kun Attila - Petrovics Zoltán - Szakács Gábor: Civil service career and HR management, Budapest: Magyar Közlöny Lap- és Könyvkiadó, 2014. ISBN: 9786155269332

Budapest,

Prof. Dr. Attila KUN PhD, professor
Signed with her/his own hand

CURRICULUM

- 1. Course Code:** ÁAÖKTE02
- 2. Course title:** Comparative Constitutional Law and Organisation of the State
- 3. Credit value and course structure:**
 - 3.1.** 4 credit
 - 3.2.** ratio of lectures and seminars: 50% seminar, 50% lecture
- 4. Name of major(s), specializations (where it is taught):** International Public Management BA
- 5. Name of organizational unit responsible for its education:** Department of Constitutional and Comparative Public Law
- 6. Name, position, academic degree of tutor responsible for the curriculum:** Dr. András TÉGLÁSI PhD, associate professor
- 7. Number and types of classes**
 - 7.1.** full number of classes/semester:
 - 7.1.1. Full time course: 28 (14 LEC + 14 SEM)
 - 7.1.2. Part time course: 12 (8 LEC + 4 SEM)
 - 7.2.** weekly number of classes - full time course: 3 (2 LEC + 1 SEM)
 - 7.3.** Further special or unique methods applied throughout of the course:
- 8. The academic content of the subject:**

The main target of the course is to introduce the basic constitutional principles, fundamental rights and the constitutional basis of the State Organization in Hungary in a comparative perspective. The basis of the course are the notion of constitution, history of constitutional development in Europe and in Hungary, constitutional values and principles, political community, citizenship, question of status. H, hierarchy of legal norms, national, international and EU law are introduced as well, just like elections and referendums, furthermore economic aspects of constitution. Generations of human rights, classification, limitation and concrete presentation of human rights and basic obligatories are introduced., international protection of human rights are also introduced. Constitutional basis of the state studies is also introduced during the course, just like rules regarding operation and organizational structure of state organs and the relationship among them. Constitutional law aspects of the Hungarian public administration system is outlined as well, just like the operation of public administration at the local and central level.
- 9. Competences to be achieved:**

Knowledge: The student is familiar with the characteristics of career paths in public service in Hungary, legislation of public service and its relevance in international organisations. The student is familiar with the structure and operation of the institutions of the European Union and international organisations of considerable significance for Hungary, and their cooperation with the participants of the Hungarian state organisation. The student is familiar with the history of the European Union, its institutions, legislation, decision-making processes, foreign relations and policies. The student is familiar with all necessary professional concepts and their connections in the field of general public administration, international and foreign administration, international relations, international law and international economic relations. The student is familiar with the relevance and connections of politics, law, administration, economics, management and security policy in the operation of the state organisation, public administration and particularly international

administration. The student is familiar with systems of government, the system of governmental instruments and the strategic tools of efficient public administration development. The student is aware of the principles of the rule of law affecting public administration and is aware of domestic and EU regulations on data protection and freedom of information. The student understands the structure of the organizational system and is aware of the requirements for officials applying the law.

Capabilities: The student is capable of performing his/her duties adequately at state, private and international organisations that execute public power or offer public services. The student is capable of working creatively and focusing on solutions. The student is capable of working in an international and multicultural environment. The student is capable of strategic thinking, analysis of phenomena in state and public administration, preparing and making decisions in public administration and governance and problem and solution analysis necessary for creating proposals. The student is capable of serving the common good and the public interest, with due professional dedication and in line with the professional and human standards expected in civil service career. If necessary, the student cooperates with other central administrative, official, local administrative and other bodies based on a knowledge of them.

Attitude: The student's personal attitude is characterized by an openness for both team work and individual work and a process-oriented approach. The student's personal attitude is characterized by critical thinking. The student's personal attitude is characterized by an ability to adapt to changing workload and flexibility. The student's personal attitude is characterized by a commitment to public service, working and behaving in a responsible and tolerant way. The student's personal attitude is characterized by respect towards other people's opinions while adopting an authentic viewpoint. The student's personal attitude is characterized by an openness for critical self-assessment, various forms of professional development and methods of personal development. The student's personal attitude is characterized by an openness and sensitivity towards social issues, professional and human solidarity. The student's personal attitude is characterized by a commitment to Hungary's interests, social solidarity and equal opportunities, democratic values, the rule of law and the shared values of Europe and the nation - if working for the Hungarian state organisation. The student's personal attitude is characterized by a commitment to the goals and interests of the international organisation he/she works for. The student's personal attitude is characterized by a need for life-long learning and continuous professional development. The student is sufficiently critical of the work he/she has completed and genuinely represents the spirit of public administration, being in the public interest with respect for the principle of constitutionality. Based on the organizational foundations of the state the student identifies with the professional values and supports the objectives of the organization. He/she considers it important to have a confident understanding of the legal, organizational, administrative and practical aspects of data protection and freedom of information.

Autonomy and responsibility: The student is able to organise his/her work and that of his/her inferiors with autonomy, responsibility and respect for official means in line with his/her position in the organisation. The student is able to constructively and confidently enforce interests within and outside the organisation, depending on his/her position in the organisation; giving priority to the goals and interests of Hungary or the given international organisation. For exercising public power and for the quality and consequences of tasks performed by employees. The student has a sense of responsibility for the constitutional consequences of acting in official power. The student has a sense of responsibility for the consequences of acting in official power in the light of his/her knowledge of its constitutional foundations. He/she has a clear view of the interfaces relevant to the internal and external environment of the public administration system.

10. Required previous studies:

11. The syllabus of the subject:

1. Concept and types of constitution, the Basic Law of Hungary. Constitutionality, rule of law, separation of powers.
2. Main directions of English, German, French and American constitutional development.

- The Hungarian constitutional development.
3. Concept of law and legal order, sources of law. System of Hungarian domestic legal sources. Relationship between EU law, international law and domestic law. Popular sovereignty and popular representation. Direct democracy. Representative democracy. The electoral systems. Political community. Right of nationalities. Role of parties in Constitutional Law.
 4. Emergence and development of fundamental rights.
 5. System of fundamental rights. Fundamental rights' theory, history, constitutional regulation, domestic and international legal sources and protection.
 6. Restriction of human rights. Fundamental rights and duties. International protection of human rights. Main international treaties on human rights.
 7. European Convention on Human Rights and the European Court of Human Rights. Charter of Fundamental Rights of the European Union and the Court of Justice of the European Union.
 8. Functions, competences and organisation of the National Assembly. Status of MPs.
 9. The President of the Republic.
 10. Functions, competences and organisation of the National Assembly. Status of MPs.
 11. Commissioner of Fundamental Rights and the Hungarian National Authority for Data Protection and Freedom of Information
 12. The Constitutional Court. Justice and court.
 13. The Hungarian National Bank, the State Audit Office and the Budgetary Council.
 14. The Government. Central organs of public administration. Autonomous public administration organs and National Regulatory Authorities. Territorial and local public administration. Constitutional foundations of Local Governments. The Hungarian Armed Forces, the Police, the national security services and special legal orders.
- 12. The frequency of offering the subject/its position in the curriculum of the term:** 2. semester
- 13. Requirements of attendance, acceptable absence, opportunity for making up missed classes:** Participation at least on the 75 % of lectures.
- 14. Term assignments, testing knowledge:** Writing essay, seminar work, discussions.
- 15. The exact conditions of testing knowledge, obtaining signature or credits:** The requirement for earning credits are obtaining the signature and passing the exam.
- 15.1. The exact conditions of obtaining signature:** Participation at least on the 75 % of lectures. Essay writing during semester, test.
- 15.2. Evaluation:** exam (K)
- 15.3. The exact conditions of obtaining credits:** The requirement for earning credits are obtaining the signature and passing the exam.
- 16. Bibliography:**
- 16.1. Compulsory readings:**
- András Varga Zs., András Patyi, Balázs Schanda (eds.): The basic (fundamental) Law of Hungary: A commentary of the new Hungarian Constitution. National University of Public Service, Budapest, 2015. ISBN: 9781905536818
 - András, Patyi; Ádám, Rixer [eds.]: Hungarian Public Administration and Administrative Law. Schenk Verlag, Passau, 2014, ISBN: 9783944850122
- 16.2. Recommended readings:**
- Zoltán Szente, Fanni Mandák, Zsuzsanna Fejes (eds.): Challenges and pitfalls in the recent Hungarian constitutional development. Discussing the new fundamental law of Hungary. L'Harmattan, Paris, Franciaország, 2015. ISBN: 9782343055305
 - Sándor, István (ed.): Business Law in Hungary, Patrocinium Kiadó, Budapest, 2016, ISBN: 9789634130802; pp. 39-67. (Constitutional System of Hungary and The Organization of

the Administration of Justice)

- Rosenfeld, Michael - Sajó, András (eds.): The Oxford Handbook of Comparative Constitutional Law. Oxford University Press, 2012. ISBN: 9780199578610 (selected parts)

Budapest,

Dr. András TÉGLÁSI PhD, associate professor
Signed with her/his own hand

UNIVERSITY OF PUBLIC SERVICE

**Faculty of Public Governance and
International Studies**

CURRICULUM

- 1. Course Code:** ÁAÖKTE03
- 2. Course title:** Comparative Governance Studies - National Case Studies
- 3. Credit value and course structure:**
 - 3.1.** 4 credit
 - 3.2.** ratio of lectures and seminars: 100% seminar, 0% lecture
- 4. Name of major(s), specializations (where it is taught):** International Public Management BA
- 5. Name of organizational unit responsible for its education:** Department of Constitutional and Comparative Public Law
- 6. Name, position, academic degree of tutor responsible for the curriculum:** Dr. Júlia TÉGLÁSINÉ KOVÁCS PhD, senior lecturer
- 7. Number and types of classes**
 - 7.1.** full number of classes/semester:
 - 7.1.1. Full time course: 28 (0 LEC + 28 SEM)
 - 7.1.2. Part time course: 8 (0 LEC + 8 SEM)
 - 7.2.** weekly number of classes - full time course: 2 (0 LEC + 2 SEM)
 - 7.3.** Further special or unique methods applied throughout of the course:
- 8. The academic content of the subject:**

The course deals with the main institutions of constitutional law from a comparative perspective through national case studies. It mainly focuses on state organs, form of government, legislatures, the executive, constitutional courts, territorial division of states, human rights' protection, symbols and relation of the state and the churches. The course is based on the knowledge that students already learnt from Comparative Constitutional Law and Organisation of the State. The course provides a comparative introduction to the most important institutions of constitutional law and administrative law. The students get familiar with the methods of comparative public law. They also learn forms of state, state structures and possible methods of adopting or modifying a constitution. Types of parliament, electoral systems, models of justice and constitutional adjudication are introduced as well. The course also deals with fundamental rights' theory, history, constitutional regulation, domestic and international legal sources and protection, with special regard to the public administration. Fundamental rights and duties to be found in the Constitutions, furthermore their substance emerged in the practice of the Constitutional Courts of different countries are introduced, just like main international treaties on human rights, accordingly the EU Fundamental Rights Charter, along with their enforcement in front of the European Court of Human Rights and the European Court of Justice the international protection of human rights. The students will be familiar with the fundamental right violations, which they can meet during their work. They also get knowledge of the criteria set by fundamental rights to civil servants.

9. Competences to be achieved:

Knowledge: The student is familiar with the characteristics of career paths in public service in Hungary, legislation of public service and its relevance in international organisations. The student is familiar with with the structure and operation of the institutions of the European Union and international organisations of considerable significance for Hungary, and their cooperation with the participants of the Hungarian state organisation. The student is familiar with the history of the

European Union, its institutions, legislation, decision-making processes, foreign relations and policies. The student is familiar with all necessary professional concepts and their connections in the field of general public administration, international and foreign administration, international relations, international law and international economic relations. The student is familiar with the relevance and connections of politics, law, administration, economics, management and security policy in the operation of the state organisation, public administration and particularly international administration. The student is familiar with systems of government, the system of governmental instruments and the strategic tools of efficient public administration development.

Capabilities: The student is capable of performing his/her duties adequately at state, private and international organisations that execute public power or offer public services. The student is capable of working creatively and focusing on solutions. The student is capable of working in an international and multicultural environment. The student is capable of strategic thinking, analysis of phenomena in state and public administration, preparing and making decisions in public administration and governance and problem and solution analysis necessary for creating proposals.

Attitude: The student's personal attitude is characterized by an openness for both team work and individual work and a process-oriented approach. The student's personal attitude is characterized by critical thinking. The student's personal attitude is characterized by an ability to adapt to changing workload and flexibility. The student's personal attitude is characterized by a commitment to public service, working and behaving in a responsible and tolerant way. The student's personal attitude is characterized by respect towards other people's opinions while adopting an authentic viewpoint. The student's personal attitude is characterized by an openness for critical self-assessment, various forms of professional development and methods of personal development. The student's personal attitude is characterized by an openness and sensitivity towards social issues, professional and human solidarity. The student's personal attitude is characterized by a commitment to Hungary's interests, social solidarity and equal opportunities, democratic values, the rule of law and the shared values of Europe and the nation - if working for the Hungarian state organisation. The student's personal attitude is characterized by a commitment to the goals and interests of the international organisation he/she works for. The student's personal attitude is characterized by a need for life-long learning and continuous professional development.

Autonomy and responsibility: The student is able to organise his/her work and that of his/her inferiors with autonomy, responsibility and respect for official means in line with his/her position in the organisation. The student is able to constructively and confidently enforce interests within and outside the organisation, depending on his/her position in the organisation; giving priority to the goals and interests of Hungary or the given international organisation. For exercising public power and for the quality and consequences of tasks performed by employees.

10. Required previous studies: Comparative Constitutional Law and Organisation of the State [ÁAÖKTE02]

11. The syllabus of the subject:

1. Introduction to comparative method in Public Law.
2. Types of constitution, methods and characteristics of adopting and amending constitutions.
3. Concept of state, form of State, form of Government, territorial division of the state. State structure: unitary states, federations, confederations and regional states.
4. Forms of State and Heads of State.
5. Forms of Government.
6. Legislations, types of Parliaments: concepts, functions and structure.
7. Elections and electoral systems.
8. Models of constitutional adjudication.
9. Place of public administration in the system of separation of powers.
10. Control institutions - state audit offices, prosecutions. Models of relationship between state and churches.
11. Models of representation of minorities. State and national symbols. Comparison of judicial systems.

12. Fundamental rights and duties in the Constitutions of the countries of the world. International protection of human rights. Main international treaties on human rights.
13. Presentation – National Case Studies I.
14. Presentation – National Case Studies II.

12. The frequency of offering the subject/its position in the curriculum of the term: 5. semester

13. Requirements of attendance, acceptable absence, opportunity for making up missed classes: Participation at least on the 75 % of lectures.

14. Term assignments, testing knowledge: Writing essay, seminar work, discussions.

15. The exact conditions of testing knowledge, obtaining signature or credits: The requirement for earning credits are obtaining the signature and passing the exam.

15.1. The exact conditions of obtaining signature: Participation at least on the 75 % of lectures. Essay writing during semester, test.

15.2. Evaluation: exam (K)

15.3. The exact conditions of obtaining credits: The requirement for earning credits are obtaining the signature and passing the exam.

16. Bibliography:

16.1. Compulsory readings:

- Michel Rosenfeld - András Sajó: Oxford Handbook of Comparative Constitutional Law, Oxford University Press. Oxford, 2012. ISBN: 9780199689286
- Günter Frankenberg (Ed.): order form transfer. Comparative Constitutional Design and Legal Culture. Edward Elgar. Cheltenham - Northampton, 2013. ISBN: 9781781952108

16.2. Recommended readings:

- Rosalind Dixon - Tom Ginsburg (Eds.): Comparative constitutional law in Asia. Edward Elgar, Cheltenham - Northampton, 2014. ISBN: 9781783472758
- Takács Péter - Jakab András (Eds.): The Transformation of the Hungarian Legal Order 1985-2005. Wolters Kluwer, The Netherlands, 2007. ISBN: 9789041126948

Budapest,

Dr. Júlia TÉGLÁSINÉ KOVÁCS PhD, senior lecturer
Signed with her/his own hand

CURRICULUM

- 1. Course Code:** ACITE02
- 2. Course title:** Corporate Governance
- 3. Credit value and course structure:**
 - 3.1.** 3 credit
 - 3.2.** ratio of lectures and seminars: 50% seminar, 50% lecture
- 4. Name of major(s), specializations (where it is taught):** International Public Management BA
- 5. Name of organizational unit responsible for its education:** Department of Civilistics
- 6. Name, position, academic degree of tutor responsible for the curriculum:** Dr. Ádám AUER
PhD, senior lecturer
- 7. Number and types of classes**
 - 7.1.** full number of classes/semester:
 - 7.1.1. Full time course: 28 (28 LEC + 0 SEM)
 - 7.1.2. Part time course: 8 (8 LEC + 0 SEM)
 - 7.2.** weekly number of classes - full time course: 2 (2 LEC + 0 SEM)
 - 7.3.** Further special or unique methods applied throughout of the course:
- 8. The academic content of the subject:**

The reoccurring scandals in the economy have given rise to a legal thinking and theory which aims at the preventive regulation of the companies, in order to avoid the abuses during the operation thereof. With this attitude, the lawmaker intends to regulate the problems arising from the operation of the firms as an "ex ante" tool. As a result of these rules and policies, the burdens caused by the bankruptcy or the cessation of the company, and any unjustified or inconcievable costs (that may affect the society causing social costs) can be avoided. The corporate governance is the mechanism by which corporations are controlled and directed. The results and conclusions of the corporate governance are applicable also to state-owned enterprises. The course aims at giving a comprehensive knowledge about responsible corporate governance, including recent international trends and developments (EU, Hungary). The course enables students to identify and resolve the problems and conflicts of corporate governance.
- 9. Competences to be achieved:**

Knowledge: Hungary's priorities in foreign affairs, trade and national policy and their development; the geopolitical characteristics of the scope of Hungarian foreign policy; international legislation and legislation of the European Union; realities and prospects of international and European Union economies; priorities and atmosphere of Hungary's defence policy, and the correlations of the above. Public policy, the basic characteristics of Hungarian public policy and its international relevance. The history of the European Union, its institutions, legislation, decision-making processes, foreign relations and policies. Especially European company law and corporate governance

Capabilities: Preparing managerial decisions and taking an active part in the decision-making process; making realistic judgment based on information processed; and making professional proposals. Working creatively and focusing on solutions. Working in an international and multicultural environment.

Attitude: An openness for both team work and individual work and a process-oriented approach. Critical thinking.

Autonomy and responsibility: To organise his/her work and that of his/her inferiors with autonomy, responsibility and respect for official means in line with his/her position in the organisation.

10. Required previous studies: International Economics (ÁKNGTE04) and Public Law of European Union (ÁEKMTE03)

11. The syllabus of the subject:

1. The legal framework of corporate governance I. (legal personality, company forms, european company law)
2. The legal framework of corporate governance II. (the organization of company)
3. The economic background of corporate governance (principal-agency modells, information asymmetry, power issues in a company)
4. International corporate governance standards (OECD, ICGN)
5. European Union legal policy and
6. Corporate governance in some EU countries (UK, Germany, Central and Eastern Europe)
7. Corporate governance in state-owned enterprises
8. Corporate governance - family firms
9. Compliance and corporate governance
10. Corporate social responsibility
11. Case studies (seminars, in connection with the topics listed above)

12. The frequency of offering the subject/its position in the curriculum of the term: 4. semester

13. Requirements of attendance, acceptable absence, opportunity for making up missed classes: Attendance is mandatory on at least 80% of classes. Above 50% of missed classes: submission of a paper required.

14. Term assignments, testing knowledge: During classes by active participation and teamwork and the preparation of case study.

15. The exact conditions of testing knowledge, obtaining signature or credits: Acquiring credit points: presentation during the semester or at the end of the semester. Contents of the exam: lectures, slides, additional materials, compulsory literature.

15.1. The exact conditions of obtaining signature: Completion of course criteria: participation in at least 80% of classes or through the submission of a paper.

15.2. Evaluation: term mark (GYJ)

15.3. The exact conditions of obtaining credits: The requirement for earning credits are obtaining the signature and passing the exam.

16. Bibliography:

16.1. Compulsory readings:

- Christine Mallin: Corporate Governance Oxford University Press, 2018. ISBN: 9780198806769
- Auer Ádám - Papp Tekla (szerk.): Corporate governance in state-owned enterprises. Pro Publico Bono Special Issue 2017/1.
- OECD Corporate Governance Guidelines for State-owned Enterprises 2015.
- Kraakman et al.: The Anatomy of Corporate Law. Springer, New York, 2016 ISBN: 9780198724315
- Brian R. Cheffins, Mike Wright, Donald Siegel, Kevin Keasey and Igor Filatotchev eds.: The History of Corporate Governance. OXFORD HANDBOOK OF CORPORATE GOVERNANCE, Oxford University Press, 2013.

16.2. Recommended readings:

- András, KECSKÉS, Vendel, HALÁSZ: Stock Corporations: A Guidance to Initial Public Offerings, Corporate Governance and Hostile Takeovers, LexisNexis Österreich, 2013. ISBN: 9783700756729
- Holmström, Bengt R. and Kaplan, Steven Neil: The State of U.S. Corporate Governance: What's Right and What's Wrong? (September 2003). ECGI - Finance Working Paper No. 23/2003
- Bebchuk, Lucian A. and Cohen, Alma and Ferrell, Allen: What Matters in Corporate Governance? Review of Financial Studies, Vol. 22, No. 2, pp. 783-827, 2009.

Budapest,

Dr. Ádám AUER PhD, senior lecturer
Signed with her/his own hand

CURRICULUM

- 1. Course Code:** ÁNKDE05
- 2. Course title:** Cultural Diplomacy
- 3. Credit value and course structure:**
 - 3.1.** 4 credit
 - 3.2.** ratio of lectures and seminars: 0% seminar, 100% lecture
- 4. Name of major(s), specializations (where it is taught):** International Public Management BA
- 5. Name of organizational unit responsible for its education:** Department of International Relations and Diplomacy
- 6. Name, position, academic degree of tutor responsible for the curriculum:** Dr. Péter ZACHAR
PhD, associate professor
- 7. Number and types of classes**
 - 7.1.** full number of classes/semester:
 - 7.1.1. Full time course: 28 (28 LEC + 0 SEM)
 - 7.1.2. Part time course: 8 (8 LEC + 0 SEM)
 - 7.2.** weekly number of classes - full time course: 2 (2 LEC + 0 SEM)
 - 7.3.** Further special or unique methods applied throughout of the course:
- 8. The academic content of the subject:**

The course objective is to introduce students into the different branches of the sectorial diplomacy becoming more and more important since the 20th century, especially cultural, scientific, educational and sport-diplomacy.
- 9. Competences to be achieved:**

Knowledge: Is familiar with the deeper relations of international political, economic, legal and social institutions and issues.

Capabilities: Is capable of deeply understanding world economic issues and analyzing cultural challenges and differing interests in the field of sectorial diplomacy affecting the European Union and Hungary.

Attitude: His/her personal attitude is characterized by serving and representing professional interests to the best of his/her abilities, and with commitment.

Autonomy and responsibility: He/she undertakes independent and responsible roles in the domestic and international operation of professional organizations, and the work of negotiation forums.
- 10. Required previous studies:**
- 11. The syllabus of the subject:**
 1. Theory and foundations of public diplomacy
 2. History of cultural diplomacy in Central Europe
 3. Institutions of Hungarian cultural diplomacy nowadays
 4. The institutional system of cultural diplomacy in Europe
 5. Defining relations nowadays - regional cooperation and opportunities

6. Education, bursary diplomacy
7. Science- and sport-diplomacy
8. Trade and economic diplomacy
9. Nation branding and unilateral cultural diplomacy
10. National politics and the cultural independence of Hungarians abroad
11. Religion and cultural diplomacy
12. International case studies of cultural diplomacy
13. Cultural diplomacy in the European Union
14. UNESCO and cultural diplomacy

- 12. The frequency of offering the subject/its position in the curriculum of the term:** 5. semester
- 13. Requirements of attendance, acceptable absence, opportunity for making up missed classes:** 100% attendance due to individual lectures, in case of proven absenteeism, one-page paper based on individual research.
- 14. Term assignments, testing knowledge:** Written or oral exam from course syllabus and required readings at the end of the semester
- 15. The exact conditions of testing knowledge, obtaining signature or credits:** Written or oral exam from course syllabus and required readings. Rating scale: below 60% insufficient, 60-69%: sufficient, 70-79%: medium, 80-89% good and 90% -100% excellent.
- 15.1. The exact conditions of obtaining signature:** Participation in lectures, in case of proven absenteeism, one page paper on the topic.
- 15.2. Evaluation:** exam (K)
- 15.3. The exact conditions of obtaining credits:** The requirement for earning credits are obtaining the signature and passing the exam.
- 16. Bibliography:**
- 16.1. Compulsory readings:**
- COWAN, Geoffrey - CULL, Nicholas (eds): Public Diplomacy in a changing world. SAGE Publications, 2008. ISBN: 9781412966870
 - IVEY, Bill - GLEGETT, Paula: Cultural Diplomacy and the National Interest: In Search of a 21st-Century Perspective.
 - HIGGOTT, Richard, Enhancing the EU's International Cultural Relations: The Prospects and Limits of Cultural Diplomacy, Institute for European Studies, Policy Paper, 2017/3,
 - SINGH, J. P. – MACDONALD, Stuart, Soft Power Today. Measuring the Influences and Effects, 2017, 11-27., <https>
- 16.2. Recommended readings:**
- Mulcahy, Kevin V.: Cultural Diplomacy in the Post-Cold War World. Introduction. The Journal of Arts Management, Law, and Society, 29:1, 3-6, DOI: 10.1080/10632929909597281
 - Schneider, Cynthia P.: The Unrealized Potential of Cultural Diplomacy: "Best Practices" and What Could Be, If Only... The Journal of Arts Management, Law, and Society, 39:4, 260-279, DOI: 10.1080/10632920903449027

Budapest,

Dr. Péter ZACHAR PhD, associate professor
Signed with her/his own hand

CURRICULUM

1. Course Code: ÁKINTE02

2. Course title: Disaster Management in Public Administration

3. Credit value and course structure:

3.1. 3 credit

3.2. ratio of lectures and seminars: 0% seminar, 100% lecture

4. Name of major(s), specializations (where it is taught): International Public Management BA

5. Name of organizational unit responsible for its education: Department of Public Management and Information Technology

6. Name, position, academic degree of tutor responsible for the curriculum: Dr. Péter KORONVÁRY PhD, associate professor

7. Number and types of classes

7.1. full number of classes/semester:

7.1.1. Full time course: 28 (28 LEC + 0 SEM)

7.1.2. Part time course: 8 (8 LEC + 0 SEM)

7.2. weekly number of classes - full time course: 2 (2 LEC + 0 SEM)

7.3. Further special or unique methods applied throughout of the course:

8. The academic content of the subject:

The course offers an introduction into the world of risks, crises and disasters present in modern managerial thinking. It gives an overview into managerial and organizational tasks and tools related to various functions of planning, organizing, directing, coordinating and controlling as applied in the various steps of the disaster management process. Also, short case studies and simulations will help the students understand what and how to do in critical situations.

9. Competences to be achieved:

Knowledge: The student will get acquainted with the most necessary professional concepts and their connections in the field of disaster management relevant for future public managers.

Capabilities: The student will be able to interpret duties, tasks and procedures arising in the process of managing various types of disasters and apply them as necessary in the decision-making procedure of the public organisation.

Attitude: Disaster management furthers both critical thinking, leadership skills and teamwork.

Autonomy and responsibility: DM helps participants to learn how to organise his/her work and that of his/her co-workers with autonomy, responsibility in line with the expectations of their organisation.

10. Required previous studies:

11. The syllabus of the subject:

1. The context: public organizations - processes, risks, crises, disasters;
2. The public manager: everyday roles vs. their roles as risk/crisis managers;
3. Typologies of risks, crises and disasters;
4. Life cycles and crises;

5. Planning and organizing for risk/crisis/disaster management;
6. The disaster management process I: mitigation and preparation;
7. The disaster management process II: response and recovery;
8. Cooperating in the course of risk/crisis/disaster management: collaborating organizations and other stakeholders;
9. The crisis team and its functions;
10. Crisis communication;
11. International cooperation in disaster management;
12. Case 1: natural disaster;
13. Case 2: technological disaster;
14. Case 3: complex situation. Summary.

12. The frequency of offering the subject/its position in the curriculum of the term: 1. semester

13. Requirements of attendance, acceptable absence, opportunity for making up missed classes: Two missed occasions are tolerated. Attendance is otherwise obligatory. In case of students exempted for any reason from under attendance, the accomplishment of a successful oral examination from the literature plus the submission of a home assignment in the form of a 15-page article-style essay (following APA7 requirements) before the end of the education weeks is expected.

14. Term assignments, testing knowledge: Course assignment, tests, oral and/or written examination as defined by the instructor. Following APA7 standards is expected and highly advisable.

15. The exact conditions of testing knowledge, obtaining signature or credits: Active participation and attendance: max. 28 points. In-class tests, small tasks, homework etc.: 1-5 points each. Own solutions for cases etc.: 1-10 points each. Home assignment: max. 60 points. If a student has collected fewer than 61 points in the course of the education weeks, s/he may request an oral examination (0-20 points) to avoid failing the course. Grades: 0-60 points FAIL (F or 1); 61-70 points: PASS (D or 2); 71-80 points: AVERAGE (C or 3); 81-90 points: GOOD (B or 4); 91-100 points: EXCELLENT (A or 5).

15.1. The exact conditions of obtaining signature: Attendance plus on-time submission of the home assignment/essay. Home assignment topics will be provided by the instructor.

15.2. Evaluation: term mark (GYJ)

15.3. The exact conditions of obtaining credits:

The requirement for earning credits are obtaining the signature and passing the exam.

16. Bibliography:

16.1. Compulsory readings:

- Kirschenbaum, Alan: Chaos Organization and Disaster Management, Marcel Dekker Inc. 2004 (ISBN: 0824747151)

16.2. Recommended readings:

- O'Leary, Margaret: The First 72 Hours; A Community Approach to Disaster Preparedness.,iUniverse, Inc., 2004. ISBN: 9780595310845
- Houben, Marc: International Crisis Management; The Approach of European States, Routledge, 2005. ISBN: 9780415655248
- Brataas, Kjell: Crisis Communication, Routledge, 2018. ISBN: 9781498751346
- Watters, Jamie: Disaster Recovery, Crisis Response, & Business Continuity; A Desk Reference, Appress, 2014. ISBN: 9781430264064
- Ursano, Robert J. - McCaughey, Brian G. - Fullerton, Carol S. Individual and Community Responses to Trauma and Disaster: The Structure of Human Chaos, Cambridge University Press, 1994. ISBN: 9780521416337

- Further readings may be provided by the instructor.

Budapest,

Dr. Péter KORONVÁRY PhD, associate professor
Signed with her/his own hand

CURRICULUM

- 1. Course Code:** ÁKNGTE03
- 2. Course title:** Economics
- 3. Credit value and course structure:**
 - 3.1.** 4 credit
 - 3.2.** ratio of lectures and seminars: 33% seminar, 67% lecture
- 4. Name of major(s), specializations (where it is taught):** International Public Management BA
- 5. Name of organizational unit responsible for its education:** Department of Economics and International Economics
- 6. Name, position, academic degree of tutor responsible for the curriculum:** Dr.Katalin FÜLÖP PhD, associate professor
- 7. Number and types of classes**
 - 7.1.** full number of classes/semester:
 - 7.1.1. Full time course: 42 (28 LEC + 14 SEM)
 - 7.1.2. Part time course: 12 (8 LEC + 4 SEM)
 - 7.2.** weekly number of classes - full time course: 3 (2 LEC + 1 SEM)
 - 7.3.** Further special or unique methods applied throughout of the course:
- 8. The academic content of the subject:**

The course consists of the basic concepts of economics, its axioms and main methods. This lecture covers the frameworks and actors of the economy and their aspirations. The main correlations of production and consumption, the markets and redistribution will be described. We also present the milestones of theoretical economic thinking. The course explains the economic role of the state. We introduce students to the essence of fiscal and monetary policy, the role of money as well as the key issues of macroeconomics such as unemployment and inflation. Current examples illustrate the framework and the possible consequences of micro- and macroeconomic decisions.

9. Competences to be achieved:

Knowledge: Student is familiar with the relevance and the main concepts of economics and public management in the operation of the state organisation, public administration and particularly international administration. He/she has sufficient knowledge about the basic concepts and fundamental relationships of economics after completing the course. Her/his overall economic knowledge is expected to be broadened, so that student will be able to map and understand the complicated connections between different phenomena of the examined area.

Capabilities: Student is capable of creating working hypothesis using his/her theoretical background while being familiar with its methodological background. Student will attain the ability to realise macroeconomic problems and challenges and similarly notice correlations and draw conclusions. Hence, he/she will be able to use the attained microeconomic knowledge as part of their everyday, practical knowledge.

Attitude: His/her personal attitude is characterized by openness for both team work and individual work and a process-oriented approach as well as critical thinking.

Autonomy and responsibility: To constructively and confidently enforce interests within and

outside the organisation, depending on his/her position in the organisation; giving priority to the goals and interests of Hungary or the given international organisation. She/he can classify and rank economy related problems as well as identify the organisation's position in certain situations.

10. Required previous studies:

11. The syllabus of the subject:

1. Basic concepts and axioms of economics
2. Methodology of economics
3. Milestones in the development of economic thinking
4. Consumer behavior, characteristics of demand
5. Producer behavior, supply characteristics
6. Markets, competition, market equilibrium
7. Market constraints, market failures
8. The structure of the national economy
9. Measuring macroeconomic performance
10. Fundamentals of fiscal economic policy
11. The role of money, the fundamentals of monetary economic policy
12. Macroeconomical crisis, imbalances, crisis management
13. Unemployment, inflation
14. Economic growth and development

12. The frequency of offering the subject/its position in the curriculum of the term: 1. semester

13. Requirements of attendance, acceptable absence, opportunity for making up missed classes: The student is required to attend at least 75% of the sessions. If absences exceed the above amount, an essay need to be written on a designated topic till the starting date of the exam period as the condition of the signature.

14. Term assignments, testing knowledge: 2 tests: the first written test of the first 7 topics, the second written test of the second 7 topics, together 50 points can be earned (50% of the total score).

15. The exact conditions of testing knowledge, obtaining signature or credits: The colloquium has to be taken during the exam period (written or oral, depending on the number of participants). The exam questions, which cover most of the topics, refer to definitions of main phenomenons and explanation of basic functions. At the exam 50 points can be earned (50% of the total score). Altogether: 0-50 points are insufficient, 51-64 points 2, 65-74 points 3, 75-84 points 4, 85 points and above 5.

15.1. The exact conditions of obtaining signature: 2 tests. The first written test of the first 7 topics, the second written test of the second 7 topics, together 50 points can be earned (50% of the total score).

15.2. Evaluation: exam (K)

15.3. The exact conditions of obtaining credits: The requirement for earning credits are obtaining the signature and passing the exam.

16. Bibliography:

16.1. Compulsory readings:

- Mankiw, G.: Principles of Economics, Cengage Learning, 7th Edition, 2014. ISBN: 97812851658
- Samuelson, P.- Nordhaus, W.: Economics, McGraw-Hill, 19th Edition, 2009. ISBN: 9780073511290

16.2. Recommended readings:

- Stiglitz, J. - Rosengard, J.: Economics of the Public Sector, W. W. Norton & Company, 4th edition, 2015. ISBN: 9780393925227

- Conway, E.: 50 Economics Ideas You Really Need to Know, Quercus, 2013. ISBN: 9781435147409

Budapest,

Dr. Katalin FÜLÖP PhD, associate professor
Signed with her/his own hand

CURRICULUM

- 1. Course Code:** ÁEUTTE03
- 2. Course title:** EU Sectoral Policies and Economic Integration
- 3. Credit value and course structure:**
 - 3.1.** 4 credit
 - 3.2.** Ratio of lectures and seminars 50% seminar, 50% lecture
- 4. Name of major(s), specializations (where it is taught):** International Public Management BA
- 5. Name of organizational unit responsible for its education:** Faculty of Public Governance and International Studies, Department of European Studies
- 6. Name, position, academic degree of tutor responsible for the curriculum:** Dr. Attila MARJÁN PhD, associate professor
- 7. Number and types of classes**
 - 7.1.** full number of classes/semester:
 - 7.1.1. Full time course: 28 (14 LEC + 14 SEM)
 - 7.1.2. Part time course:
 - 7.2.** weekly number of classes - full time course: 2 (1 LEC + 1 SEM)
 - 7.3.** Further special or unique methods applied throughout of the course:
- 8. The academic content of the subject:**

The course discusses key European Union sectoral policies such as internal market policies, energy policy, agricultural policy, environmental policy, transport and R&D and innovation policy. It also assesses some of the key elements of the evolution of these policies in a historical political context. The objective is to provide up-to-date reference knowledge in the framework of the European studies major on the most important EU sectoral policies. The course also introduces the main topics related to European economic integration, such as trade policy, customs union, European Monetary Union, economic policy coordination, and monetary policy. This course is a central part of the European studies education. An excellent command of English is a prerequisite.
- 9. Competences to be achieved:**

Knowledge: Decision-making processes in public policy, the legislative process, the main regulations of international law and the relationship between the European Union and hungarian public policy and public law.

Capabilities: Handling international matters, performing administrative tasks at bodies of the European Union.

Attitude: Desire to help and a commitment to ensure equal opportunities in civil enforcement.

Autonomy and responsibility: For his/her work as a leader, performing appropriate leadership, initiating decisions.
- 10. Required previous studies:**

11. The syllabus of the subject:

1. Historical development and legal bases of sectoral policies
2. Introduction to Single Market, financial Services and competition policy
3. Agricultural policy
4. Energy policy
5. Environmental and Climate policy
6. Innovation and R&D, Circular economy
7. Transport policy
8. Digital agenda
9. Regional and cohesion policy
10. The Multiannual Financial Framework and the EU budget
11. Trade policy and Customs Union
12. Economic policy coordination and Taxation
13. European Monetary Union, euro and monetary policy
14. Key political and institutional considerations for future sectoral policy developments

12. The frequency of offering the subject/its position in the curriculum of the term: 4. semester

13. Requirements of attendance, acceptable absence, opportunity for making up missed classes: Attendance is mandatory on at least 80% of classes. Above 50% of missed classes: submission of a paper required.

14. Term assignments, testing knowledge: None, exam.

15. The exact conditions of testing knowledge, obtaining signature or credits: Acquiring credit points: via written exam at the end of the semester or during the exam period. Contents of the exam: lectures, slides, additional materials, compulsory literature.

15.1. The exact conditions of obtaining signature: Completion of course criteria: participation in at least 80% of classes or through the submission of a paper.

15.2. Evaluation: Exam (K)

15.3. The exact conditions of obtaining credits: The requirement for earning credits are obtaining the signature and passing the exam.

16. Bibliography:

16.1. Compulsory readings:

- Nicholas Moussis: Access to the European Union. 22nd Edition, 2016. Intersentia. ISBN: 9781780683836
- Badinger, Harald - Nitsch, Volker (ed.): Routledge Handbook of the Economics of European Integration, Routledge, 2015. ISBN: 9780415747707
- Lehmann, Alexander: Emerging Europe and the capital markets union, 2020, Bruegel, Policy Contribution. No 17. September 2020.

16.2. Recommended readings:

- W. Strohmaier - I. Habetts (eds): EU Sectoral Policies – An Overview, Martens Centre, first edition 2013. Brussels. ISBN: 319782930632308
- Ferrer, Jorge Núñez – Stroia, Cristian: An innovation policy to meet the EU's Green Deal Circular Economy goals, CEPS, 2020 September

Budapest,

Dr. Attila MARJÁN, associate professor
Signed with her/his own hand

CURRICULUM

- 1. Course Code:** ÁNJTE08
- 2. Course title:** Foreign Affairs Administration
- 3. Credit value and course structure:**
 - 3.1.** 3 credit
 - 3.2.** ratio of lectures and seminars: 0% seminar, 100% lecture
- 4. Name of major(s), specializations (where it is taught):** International Public Management BA
- 5. Name of organizational unit responsible for its education:** Department of International Law
- 6. Name, position, academic degree of tutor responsible for the curriculum:** Dr. Norbert TÓTH
PhD, associate professor
- 7. Number and types of classes**
 - 7.1.** full number of classes/semester:
 - 7.1.1.** Full time course: 28 (28 LEC + 0 SEM)
 - 7.1.2.** Part time course: 8 (8 LEC + 0 SEM)
 - 7.2.** weekly number of classes - full time course: 2 (2 LEC + 0 SEM)
 - 7.3.** Further special or unique methods applied throughout of the course: Presentations by students, group activities in class, case-solving exercises.
- 8. The academic content of the subject:**

The course tackles the evolution of modern foreign affairs administration over the course of last centuries of various states using comparative, descriptive and interactive methods. Besides historical development, contemporary issues of the most prominent models of foreign affairs administration will be addressed along with specifying the most characteristic attributes of a ministry of foreign affairs through the example of the Hungarian MFAT. Along with the central administration of foreign affairs, the law of diplomatic relations and consular relations will also be analysed with special regard to relevant real-life cases and fictional cases to be solved by students. Last but not least, administration, representation and decision-making will also be presented at the end of the semester in order to provide students with a perspective of how international organizations behave differently than states.

9. Competences to be achieved:

Knowledge: Students possess practical, theoretical and historical knowledge in the field of public administration, and particularly foreign and international administration, as well as basic knowledge of foreign affairs administration, laws of diplomatic and consular relations.

Capabilities: Students are capable of preparing managerial decisions and taking an active part in the decision-making process; making realistic judgment based on information processed; and making professional proposals. Students are also capable of using databases most commonly used in public administration and foreign and international administration in a fast, accurate, efficient and reliable way.

Attitude: Students personal attitude is characterized by the following: a commitment to public service, working and behaving in a responsible and tolerant way; respect towards other people's opinions while adopting an authentic viewpoint; and an openness for critical self-assessment, various forms of professional development and methods of personal development.

Autonomy and responsibility: Regarding autonomy and responsibility students are required to organise their work and that of their inferiors with autonomy, responsibility and respect for official means in line with their position in the organisation.

10. Required previous studies:

11. The syllabus of the subject:

1. Introduction, discussion of completion criteria, connections to previous studies
2. History of foreign affairs administration I.
3. History of foreign affairs administration II.
4. Models of foreign affairs administration
5. Team exercise I.: Argumentation in favour of current models of foreign administration in front of peers
6. Tasks and competencies of foreign administration
7. Mid-term exam
8. Law of diplomatic relations
9. The Consular Service - functions and role
10. Administration and representation in international organizations
11. Team exercise II.: Case-solving exercises (fictional cases)
12. Presentations - Case Studies I.: Tehran, Dikko, Mindszenty, Snowden, Assange cases
13. Presentations - Case Studies II.: Nottebohm, Barcelona Traction, LaGrand, Khashoggi cases
14. Evaluation

12. The frequency of offering the subject/its position in the curriculum of the term: 4. semester

13. Requirements of attendance, acceptable absence, opportunity for making up missed classes: Attendance is required at least 7 times during the semester. Acceptable absence: 7 times (50% of classes). Making up for missed classes: written assignment of min. 20.000 character length to be submitted before the exam period

14. Term assignments, testing knowledge: Evaluation comprised of multiple components: 10% attendance; 30% mid-term exam; 20% active participation during class and throughout the team exercises; 10% home assignments (2 times during semester); 30% presentation - case study

15. The exact conditions of testing knowledge, obtaining signature or credits: Exam during the exam period: 81-100%: excellent; 71-80%: good; 61-70%: mediocre; 51-60%: acceptable; 0-50%: unacceptable

15.1. The exact conditions of obtaining signature: 50% compulsory attendance must be met in order for signature to be obtained; no other criteria required

15.2. Evaluation: exam (K)

15.3. The exact conditions of obtaining credits: The requirement for earning credits are obtaining the signature and passing the exam.

16. Bibliography:

16.1. Compulsory readings:

- Hocking, Brian (ed.): Foreign Ministries. Change and Adaptation. Palgrave Macmillan, London, 1999. ISBN: 9780333692431
- Brian Hocking – David Spence (eds.): Foreign Ministries in the European Union. Integrating Diplomats. Palgrave Macmillan, London, 2005. ISBN: 9780230287839

16.2. Recommended readings:

- Lee, Luke T. - Quigley, John: Consular Law and Practice, Oxford University Press, 2013. ISBN: 9780198298519.

- Denza, Eileen: Diplomatic law: commentary on the Vienna Convention on diplomatic relation, 4th edition, Oxford University Press. ISBN: 9780198703969.

Budapest,

Dr. Norbert TÓTH PhD, associate professor
Signed with her/his own hand

UNIVERSITY OF PUBLIC SERVICE

**Faculty of Public Governance and
International Studies**

CURRICULUM

1. Course Code: ÁISZLB201

2. Course title: Foreign Language I.

3. Credit value and course structure:

3.1. 2 credit

3.2. ratio of lectures and seminars: 100% seminar, 0% lecture

4. Name of major(s), specializations (where it is taught): International Public Management BA

5. Name of organizational unit responsible for its education: Department of Foreign and Specialized Languages

6. Name, position, academic degree of tutor responsible for the curriculum: Zsófia Margit KOCSÁRDI

7. Number and types of classes

7.1. full number of classes/semester:

7.1.1. Full time course: 56 (0 LEC + 56 SEM)

7.1.2. Part time course: 16 (0 LEC + 16 SEM)

7.2. weekly number of classes - full time course: 4 (0 LEC + 4 SEM)

7.3. Further special or unique methods applied throughout of the course:

8. The academic content of the subject:

The course aims to improve both the written and oral skills of students in English, German, French, Russian, Italian, Spanish or Arabic. It also expands students' vocabulary at the level of the course. Besides general skills practice, the course focuses on essential communications skills necessary at work (telephoning, meetings, expressing opinions, argumentation, formal writing).

9. Competences to be achieved:

Knowledge: The role of international negotiations and communication and social media in international relations, and the characteristics of protocol in public service. The professional language of public administration, public service and certain characteristics of the professional language of the European Union.

Capabilities: Efficient oral and written communication at his/her workplace in foreign languages. Working in an international and multicultural environment.

Attitude: Respect towards other people's opinions while adopting an authentic viewpoint, in a foreign environment as well. He/she becomes open to professional discourses in a foreign language as well.

Autonomy and responsibility: To constructively and confidently enforce interests within and outside the organisation, depending on his/her position in the organisation; giving priority to the goals and interests of Hungary or the given international organisation

10. Required previous studies:

11. The syllabus of the subject:

1. Introduction

2. Vocabulary practice

3. Revising grammar structures
4. Grammar practice
5. Improving reading skills and expanding vocabulary
6. Listening practice
7. Revision
8. Test I. Unit 1-7
9. Grammar practice
10. Improving reading and listening skills
11. Oral communication at work
12. Written communication at work
13. Revision
14. Test II. Unit 8-13

12. The frequency of offering the subject/its position in the curriculum of the term: 2. semester

13. Requirements of attendance, acceptable absence, opportunity for making up missed classes: Students are required to participate in 75% of the classes. In case of temporary/permanent absence (for medical or professional reasons), the teacher consults with the absentees individually. If students miss more than 25% of the classes for any other reasons, they are not entitled to obtain a signature.

14. Term assignments, testing knowledge: two in-class tests (due date in the syllabus) one presentation (2-10 minutes, topic to be checked with the teacher. Topics: included in the syllabus; date: according to syllabus.) Term mark (1-5): 50% pass 60% satisfactory 75% good, 90% excellent, missed tests to be taken one week after the original date.

15. The exact conditions of testing knowledge, obtaining signature or credits: term mark (GYJ) (1-5): 50% pass 60% satisfactory 75% good, 90% excellent. In-class tests account for 35-35%, presentation for 30% of the term mark

15.1. The exact conditions of obtaining signature: Participation in 75% of the classes (minimum), taking two in-class tests, holding one presentation

15.2. Evaluation: term mark (GYJ)

15.3. The exact conditions of obtaining credits: The requirement for earning credits are obtaining the signature and passing the exam.

16. Bibliography:

16.1. Compulsory readings:

Compulsory reading is set by the teacher depending on the language and level of the course.

16.2. Recommended readings:

Recommended reading is set by the teacher depending on the language and level of the course.

Budapest,

Zsófia Margit KOCSÁRDI,
Signed with her/his own hand

UNIVERSITY OF PUBLIC SERVICE

**Faculty of Public Governance and
International Studies**

CURRICULUM

1. Course Code: ÁISZLB202

2. Course title: Foreign Language II.

3. Credit value and course structure:

3.1. 2 credit

3.2. ratio of lectures and seminars: 100% seminar, 0% lecture

4. Name of major(s), specializations (where it is taught): International Public Management BA

5. Name of organizational unit responsible for its education: Department of Foreign and Specialized Languages

6. Name, position, academic degree of tutor responsible for the curriculum: Zsófia Margit KOCSÁRDI

7. Number and types of classes

7.1. full number of classes/semester:

7.1.1. Full time course: 56 (0 LEC + 56 SEM)

7.1.2. Part time course: 16 (0 LEC + 16 SEM)

7.2. weekly number of classes - full time course: 4 (0 LEC + 4 SEM)

7.3. Further special or unique methods applied throughout of the course:

8. The academic content of the subject:

The course aims to improve both the written and oral skills of students in English, German, French, Russian, Italian, Spanish or Arabic. It also expands students' vocabulary at the level of the course. Besides general skills practice, the course focuses on essential communications skills necessary at work (telephoning, meetings, expressing opinions, argumentation, formal writing).

9. Competences to be achieved:

Knowledge: The role of international negotiations and communication and social media in international relations, and the characteristics of protocol in public service. The professional language of public administration, public service and certain characteristics of the professional language of the European Union.

Capabilities: Efficient oral and written communication at his/her workplace in foreign languages. Working in an international and multicultural environment.

Attitude: Respect towards other people's opinions while adopting an authentic viewpoint, in a foreign environment as well. He/she becomes open to professional discourses in a foreign language as well.

Autonomy and responsibility: To constructively and confidently enforce interests within and outside the organisation, depending on his/her position in the organisation; giving priority to the goals and interests of Hungary or the given international organisation

10. Required previous studies: Foreign Language I. (ÁISZLB201)

11. The syllabus of the subject:

1. Introduction

2. Vocabulary practice

3. Revising grammar structures
4. Grammar practice
5. Improving reading skills and expanding vocabulary
6. Listening practice
7. Revision
8. Test I. Unit 1-7
9. Grammar practice
10. Improving reading and listening skills
11. Oral communication at work
12. Written communication at work
13. Revision
14. Test II. Unit 8-13

12. The frequency of offering the subject/its position in the curriculum of the term: 3. semester

13. Requirements of attendance, acceptable absence, opportunity for making up missed classes: Students are required to participate in 75% of the classes. In case of temporary/permanent absence (for medical or professional reasons), the teacher consults with the absentees individually. If students miss more than 25% of the classes for any other reasons, they are not entitled to obtain a signature.

14. Term assignments, testing knowledge: two in-class tests (due date in the syllabus), one presentation (2-10 minutes, topic to be checked with the teacher. (Topics: included in the syllabus; date: according to syllabus.); Term mark (1-5): 50% pass 60% satisfactory 75% good, 90% excellent, missed tests to be taken one week after the original date

15. The exact conditions of testing knowledge, obtaining signature or credits: term mark (GYJ) (1-5): 50% pass 60% satisfactory 75% good, 90% excellent (In-class tests account for 35-35%, presentation for 30% of the term mark)

15.1. The exact conditions of obtaining signature: Participation in 75% of the classes (minimum); taking two in-class tests; holding one presentation

15.2. Evaluation: term mark (GYJ)

15.3. The exact conditions of obtaining credits: The requirement for earning credits are obtaining the signature and passing the exam.

16. Bibliography:

16.1. Compulsory readings:

Compulsory reading is set by the teacher depending on the language and level of the course.

16.2. Recommended readings:

Recommended reading is set by the teacher depending on the language and level of the course.

Budapest,

Zsófia Margit KOCSÁRDI
Signed with her/his own hand

UNIVERSITY OF PUBLIC SERVICE

**Faculty of Public Governance and
International Studies**

CURRICULUM

1. Course Code: ÁTKTE03

2. Course title: General Sociology

3. Credit value and course structure:

3.1. 4 credit

3.2. ratio of lectures and seminars: 0% seminar, 100% lecture

4. Name of major(s), specializations (where it is taught): International Public Management BA

5. Name of organizational unit responsible for its education: Department of Social Communication

6. Name, position, academic degree of tutor responsible for the curriculum: Dr. Márton DEMETER PhD, associate professor

7. Number and types of classes

7.1. full number of classes/semester:

7.1.1. Full time course: 28 (28 LEC + 0 SEM)

7.1.2. Part time course: 8 (8 LEC + 0 SEM)

7.2. weekly number of classes - full time course: 2 (2 LEC + 0 SEM)

7.3. Further special or unique methods applied throughout of the course:

8. The academic content of the subject:

The course offers an introduction to the history of moderns sociology with respect to the practical uses of social theory in the 21st century. Different sociological models will be discussed in the contexts of the current societal reality, and the professional usage of the theories will be illustrated through the presentation of current research papers.

9. Competences to be achieved:

Knowledge: The characteristics of other cultural and political regions, basic knowledge of their countries as well as intercultural knowledge.

Capabilities: Creating working hypothesis using his/her theoretical background while being familiar with its methodological background.

Attitude: Critical thinking.

Autonomy and responsibility: To organise his/her work and that of his/her inferiors with autonomy, responsibility and respect for official means in line with his/her position in the organisation.

10. Required previous studies:

11. The syllabus of the subject:

1. The concepts of sociology: an introduction
2. Classical sociology: positivism, Marxism and deconstruction
3. Modern sociology: ethnomethodology and cultural studies
4. Bourdieusian sociology: the critic of the elites
5. Political sociology, the sociology of global economics and world-systems theory
6. Behavioral sociology and positivism

7. Emergent directions in sociology: network science
8. Emergent perspectives in sociology: content analysis and grounded theory
9. Interdisciplinary sociology: migration, globalization and the sociology of global crises
10. The sociology of the global culture of mass consumption at the 21st century
11. Phenomenological sociology
12. Decolonialization theories and globalization criticism in social research
13. The sociology of sociology: the place of the discipline in global power relations

12. The frequency of offering the subject/its position in the curriculum of the term: 1. semester

13. Requirements of attendance, acceptable absence, opportunity for making up missed classes: Participating on at least 70% of the lectures is mandatory.

14. Term assignments, testing knowledge: The students need to take 2 tests: the first entails the first 5 lectures and the second relates to the second 5 lectures. The grades will be generated as follows: from 60% - 2; from 70% - 3, from 80% - 4, from 90% - 5.

15. The exact conditions of testing knowledge, obtaining signature or credits: The mean of the 2 tests (50%) and the oral exam (50%) constitute the final grade.

15.1. The exact conditions of obtaining signature: Participate at least the 70 percent of the courses, successfully write both tests and, successfully takes the oral exam.

15.2. Evaluation: exam (K)

15.3. The exact conditions of obtaining credits: The requirement for earning credits are obtaining the signature and passing the exam.

16. Bibliography:

16.1. Compulsory readings:

- Christopher Thorpe (ed.): The Sociology Book. London: Penguin Books, 2015. ISBN: 9781465436504
- Matthew O. Jackson: The Human Network. How Your Social Position Determines Your Power, Beliefs and Behaviors. Pantheon Books, New York, 2019. ISBN: 9781101871430
- Michele Dillon (ed.): Introduction to Sociological Theory. Theorists, Concepts, and Their Applicability to the Twenty-First Century. Blackwell, London, 2014. ISBN: 9781118471920

16.2. Recommended readings:

Budapest,

Dr. Márton DEMETER PhD, associate professor
Signed with her/his own hand

CURRICULUM

- 1. Course Code:** ÁNKDE03
- 2. Course title:** History and Theory of International Relations
- 3. Credit value and course structure:**
 - 3.1.** 4 credit
 - 3.2.** ratio of lectures and seminars: 0% seminar, 100% lecture
- 4. Name of major(s), specializations (where it is taught):** International Public Management BA
- 5. Name of organizational unit responsible for its education:** Department of International Relations and Diplomacy
- 6. Name, position, academic degree of tutor responsible for the curriculum:** Dr. Mónika SZENTE-VARGA PhD, associate professor
- 7. Number and types of classes**
 - 7.1.** full number of classes/semester:
 - 7.1.1. Full time course: 28 (28 LEC + 0 SEM)
 - 7.1.2. Part time course: 8 (8 LEC + 0 SEM)
 - 7.2.** weekly number of classes - full time course: 2 (2 LEC + 0 SEM)
 - 7.3.** Further special or unique methods applied throughout of the course:
- 8. The academic content of the subject:**

Students acquire basic knowledge on the field of the theory of international relations (IR). They will become familiar with the antecedents, the birth and the evolution of this discipline, its trends and most influential schools of thought and their representatives. The second part of the course focuses on the history of international relations since 1945 and examines the milestones of the Cold War, with a special emphasis on Latin America.
- 9. Competences to be achieved:**

Knowledge: Students are familiar with the basic professional concepts and their connections in the fields of the theory and history of international relations. They are familiar with the most important paradigms of the theory of international relations, and with the debates between certain theoretical trends and schools of thought. They are familiar with the relational system of the most significant conflicts and crises of the Cold War.

Capabilities: Creating working hypothesis using his/her theoretical background while being familiar with its methodological background. Working in an international and multicultural environment.

Attitude: Respect towards other people's opinions while adopting an authentic viewpoint.

Autonomy and responsibility: To constructively and confidently enforce interests within and outside the organisation, depending on his/her position in the organisation; giving priority to the goals and interests of Hungary or the given international organisation.
- 10. Required previous studies:**
- 11. The syllabus of the subject:**
 1. Why is it important to study IR Theory? Intellectual traditions, birth and evolution of IR

Theory.

2. Schools of thought I. Realism and Idealism.
3. Schools of thought II. Trends at the turn of the millennium.
4. Schools of thought III. The disappearance of the bipolar world and the formation of new European and global world order. North-South divide. Dependency and world system theories.
5. History of International Relations since 1945. Causes and the early years of the Cold War
6. Milestones of the Cold War. Its periods and characteristics
7. Latin America in the Cold War
8. Case study: Cuban missile crisis
9. Hot conflicts in the Cold War I. Coup d'état in Guatemala (1954) and Chile (1973)
10. Hot conflicts in the Cold War II. Armed conflicts in Central America in the 1980s (Nicaragua, El Salvador and Guatemala)
11. Hot conflicts in the Cold War III. Armed conflicts in Central America (Panama – Operation Just Cause).
12. The end of the Cold War. Why? How?
13. In-class test (pre-exam possibility)
14. Evaluation

12. The frequency of offering the subject/its position in the curriculum of the term: 1. semester

13. Requirements of attendance, acceptable absence, opportunity for making up missed classes: 50% attendance. The making up for missed classes is coordinated by the course instructor, and is based on material deposited in the moodle system.

14. Term assignments, testing knowledge: none

15. The exact conditions of testing knowledge, obtaining signature or credits: Exam (written or oral). Exam material is based on the lectures and the obligatory reading. Evaluation: below 60%: insufficient, 60-69%: sufficient, 70-79%: medium, 80-89%: good, 90% or above: excellent. Exams can be taken at the exam period. There is a possibility of pre-exam in the last but one week of the course. It is not obligatory to take but if a student did not miss more than 4 classes and achieves a result of 90% or above, can get an A (excellent) mark without having to present an exam in the exam period. It is also a good opportunity to practise. If someone is sick on the day of the pre-exam, he or she can write it during the last week of the semester.

15.1. The exact conditions of obtaining signature: At least 50% attendance.

15.2. Evaluation: exam (K)

15.3. The exact conditions of obtaining credits: The requirement for earning credits are obtaining the signature and passing the exam.

16. Bibliography:

16.1. Compulsory readings:

- Machiavelli, Niccolò: *The Prince*. Dante University of America Press, 2014. ISBN: 0937832383 (or any other edition)
- Kagan, Robert: *Of Paradise and Power: America and Europe in the New World Order*. Knopf, 2003. ISBN: 1400040930
- Huntington, Samuel P. (1993). *The Clash of Civilizations?* *Foreign Affairs* 72 (3), 22-49.

16.2. Recommended readings:

- Hallett Carr, Edward: *The Twenty Years' Crisis. 1919-1939*. Palgrave Macmillan, 2001. ISBN 033396375X
- Morgenthau, Hans Joachim: *Politics Among Nations. The Struggle for Power and Peace*. McGraw-Hill, 1993. pp. 1-217, 359-391.

- Kagan, Robert: The Return of History and the End of Dreams. Vintage, 2009. ISBN 030738988X
- Kissinger, Henry: World Order. Penguin Press, 1996. ISBN 1594206147
- Dunne, Tim - Kurki, Milja - Smith, Steve: International Relations Theories. Discipline and Diversity. Oxford University Press, 2nd ed., 2010.

Budapest,

Dr. Mónika SZENTE-VARGA PhD, associate professor
Signed with her/his own hand

CURRICULUM

- 1. Course Code:** ÁEUTTE02
- 2. Course title:** History of European Integration and the Institutions of the EU
- 3. Credit value and course structure:**
 - 3.1.** 4 credit
 - 3.2.** ratio of lectures and seminars: 0% seminar, 100% lecture
- 4. Name of major(s), specializations (where it is taught):** International Public Management BA
- 5. Name of organizational unit responsible for its education:** Department of European Studies
- 6. Name, position, academic degree of tutor responsible for the curriculum:** Dr. Boglárka KOLLER PhD, associate professor
- 7. Number and types of classes**
 - 7.1.** full number of classes/semester:
 - 7.1.1. Full time course: 42 (42 LEC + 0 SEM)
 - 7.1.2. Part time course: 12 (12 LEC + 0 SEM)
 - 7.2.** weekly number of classes - full time course: 3 (3 LEC + 0 SEM)
 - 7.3.** Further special or unique methods applied throughout of the course:
- 8. The academic content of the subject:**

The aim of the course is to introduce students the milestones of integration history in post-1945 Europe and the institutions of the EU. Students also get acquainted with the theories of integration and gain insights into the complex, dynamic relationship of EU's institutional and political system and the member states. The course discusses the process of enlargement with special focus on the Western Balkan, the exit of United Kingdom and the effects of the multiple crisis in the Union. Current issues in EU Politics are also covered.
- 9. Competences to be achieved:**

Knowledge: During the course, students will gain comprehensive knowledge of European integration and the institutions of the EU. In addition to acquiring theoretical knowledge, the students develop their analytical skills through the analysis of documents and texts and will be able to interpret historical events and periods of integration. During the course, the students will acquire basic methodological knowledge necessary for the analysis and interpretation of integration history events.

Capabilities: Students are familiar with the the history of the European Union and its institutions. Students get acquainted with structure and operation of the institutions of the European Union and their cooperation with the Hungarian state administration. Students are capable of working creatively and analytically.

Attitude: Students' attitude is characterized by critical thinking.

Autonomy and responsibility: Students' personal attitude is characterized by a commitment social solidarity and equal opportunities, democratic values, the rule of law and the shared values of Europe and the nation-states.

10. Required previous studies:

11. The syllabus of the subject:

1. Introduction
2. The thought of European unity and Europe's self-understanding from the 14th century to the 19th century
3. The direct antecedents of European integration in the 20th century
4. The sui generis nature of the European institutional and political system
5. Successes and failures in the history of European integration in the 1960s
6. European integration in the 1970s
7. The stagnation and the new impetus in the 1980s
8. The birth of the European Union in the 1990s
9. Inclusion and enlargement - with particular emphasis CEE countries
10. Europe of Crises - Integration in the New Millennium
11. Differentiated integration in the Europe of twenty-eight
12. Current issues and the future path of integration / Questions of the institutional reforms I.
13. Current issues and the future path of integration / Questions of the institutional reforms II.
14. Summary

12. The frequency of offering the subject/its position in the curriculum of the term: 1. semester

13. Requirements of attendance, acceptable absence, opportunity for making up missed classes:
At least 75% attendance at the lectures is a requirement.

14. Term assignments, testing knowledge: Written or oral exam during the exam period (K).

15. The exact conditions of testing knowledge, obtaining signature or credits: At least 75% attendance at the lectures is a requirement for receiving the signature in NEPTUN. Prerequisite for obtaining a credit: written or oral exam during the exam period.

15.1. The exact conditions of obtaining signature: At least 75% attendance at the lectures is a requirement for receiving the signature in NEPTUN.

15.2. Evaluation: exam (K)

15.3. The exact conditions of obtaining credits: The requirement for earning credits are obtaining the signature and passing the exam.

16. Bibliography:

16.1. Compulsory readings:

- Desmond Dinan: Europe Recast: A History of European Union, 2nd edition, Palgrave Macmillan, 2014. ISBN: 9781137436443
- Neill Nugent: The Government and Politics of the European Union. Palgrave. ISBN: 9781137454089

16.2. Recommended readings:

- Michelle Cini: European Union Politics - 5th edition, Oxford University Press, 2016. ISBN: 9780198708933
- Desmond Dinan - Neill Nugent - William E. Paterson: The European Union in Crisis (The European Union Series) 1st ed., Red Globe Press, 2016. ISBN: 9781137604255

Budapest,

Dr. Boglárka KOLLER PhD, associate professor
Signed with her/his own hand

CURRICULUM

- 1. Course Code:** ÁTKTE02
- 2. Course title:** Information Society and Data Protection Issues
- 3. Credit value and course structure:**
 - 3.1.** 4 credit
 - 3.2.** ratio of lectures and seminars: 0% seminar, 100% lecture
- 4. Name of major(s), specializations (where it is taught):** International Public Management BA
- 5. Name of organizational unit responsible for its education:** Department of Social Communication
- 6. Name, position, academic degree of tutor responsible for the curriculum:** Dr. András KOLTAY PhD, professor
- 7. Number and types of classes**
 - 7.1.** full number of classes/semester:
 - 7.1.1. Full time course: 28 (28 LEC + 0 SEM)
 - 7.1.2. Part time course: 8 (8 LEC + 0 SEM)
 - 7.2.** weekly number of classes - full time course: 2 (2 LEC + 0 SEM)
 - 7.3.** Further special or unique methods applied throughout of the course:
- 8. The academic content of the subject:**

The aim of the course is to prepare students for a deeper understanding of our current world, the information society. The series of lectures approaches the topic in a complex way and from a social point of view, after learning about the basic conceptual framework, it processes this extremely diverse phenomenon, which radically determines our society, culture and economic processes, from different perspectives. The course places special emphasis on the impact of the information society on the state, public administration, democracy and the world of law and on the protection of our personal sphere in this new world where the main product is our personal data.

9. Competences to be achieved:

Knowledge: Students know the fundamental challenges of sustainability and information society. Knowledge of key public policy issues and societal processes triggered by the emergence of the information society, including in particular the concept and framework of interpretation of the information society, the relationship between technology and society, digital state networks, changing public frameworks, the role of politics, the basics of eGovernment. They are aware of the impact of the digital age on the democratic functioning of the state and the main challenges of regulation.

Capabilities: Students are able to understand the ever faster changing global political developments, and to explain regularly occurring political-financial and intellectual challenges. They are able to understand the key aspects of the emergence and driving forces of the information society, to systematize and reproduce them.

Attitude: Students get informed of political developments with clear worldview, values and openness to the new. They are receptive and keen to technology tools that are revitalizing society, especially in their own field, but also critical of them, given that technical progress is not an end in itself, but a means of promoting the common good.

Autonomy and responsibility: Students realize the historic responsibilities of present generations, detect the real relevance of public service, preparing themselves for serving the community. They have a responsibility to implement the benefits of information development in their area with the appropriate guarantees.

10. Required previous studies:

11. The syllabus of the subject:

1. The comprehensive conceptualization of information society.
2. Concept and peculiarities of digital culture.
3. State and politics in the information society.
4. Technology and society: Artificial intelligence, automation, robots.
5. Challenges for democracy and regulation.
6. Privacy in the digital age. I.
7. Privacy in the digital age. II.
8. Privacy in the digital age III.
9. Public administration in the information society, e-governance.
10. Cybersecurity.
11. Electronic communications
12. Social media and its regulation
13. Getting knowledge in the information society.
14. Big Data

12. The frequency of offering the subject/its position in the curriculum of the term: 3. semester

13. Requirements of attendance, acceptable absence, opportunity for making up missed classes:

Missing 3 lectures (6 lessons) in the full-time course and 1 lecture (2 lessons) in the correspondence course is permissible. In the event of absence above this, it is necessary to complete the task specified by the subject instructor.

14. Term assignments, testing knowledge: Oral exam (K), five grade evaluation

15. The exact conditions of testing knowledge, obtaining signature or credits:

15.1. The exact conditions of obtaining signature: Participation on the course, as prescribed above.

15.2. Evaluation: exam (K)

15.3. The exact conditions of obtaining credits: The requirement for earning credits are obtaining the signature and passing the exam.

16. Bibliography:

16.1. Compulsory readings:

- Voigt, Paul, von dem Bussche, Axel: The EU General Data Protection Regulation (GDPR), Springer, 2018, ISBN: 978331957959
- András Koltay: New Media and Freedom of Expression, Rethinking the Constitutional Foundations of the Public Sphere, Hart Publishing, 2019. ISBN: 9781509916498
- Rethinking the Constitutional Foundations of the Public Sphere, Hart Publishing, 2019, ISBN: 9781509916498

16.2. Recommended readings:

- Lawrence Lessig: Code version 2.0., 2006. ISBN: 9780465039142

Budapest,

Dr. András KOLTAY PhD, professor
Signed with her/his own hand

CURRICULUM

1. Course Code: ÁTKTE04

2. Course title: Intercultural Communication

3. Credit value and course structure:

3.1. 3 credit

3.2. ratio of lectures and seminars: 100% seminar, 0% lecture

4. Name of major(s), specializations (where it is taught): International Public Management BA

5. Name of organizational unit responsible for its education: Department of Social Communication

6. Name, position, academic degree of tutor responsible for the curriculum: Dr. Márton DEMETER PhD, associate professor

7. Number and types of classes

7.1. full number of classes/semester:

7.1.1. Full time course: 28 (0 LEC + 28 SEM)

7.1.2. Part time course: 8 (0 LEC + 8 SEM)

7.2. weekly number of classes - full time course: 2 (0 LEC + 2 SEM)

7.3. Further special or unique methods applied throughout of the course:

8. The academic content of the subject:

The course, besides introducing students to both the universal and the culture specific features of communication as it can be found in the empirical world, aims to show the universal and the culturally mediated aspects of communication itself. By this, the students will be able to critically analyze global processes from a critical point of view, by using the theoretical tools of both communication and cultural studies. Finally, the course discusses the role of culture in establishing and maintaining soft power relations through the concept of hegemon culture.

9. Competences to be achieved:

Knowledge: The characteristics of other cultural and political regions, basic knowledge of their countries as well as intercultural knowledge

Capabilities: Working in an international and multicultural environment.

Attitude: A commitment to the goals and interests of the international organisation he/she works for.

Autonomy and responsibility: To organise his/her work and that of his/her inferiors with autonomy, responsibility and respect for official means in line with his/her position in the organisation.

10. Required previous studies:

11. The syllabus of the subject:

1. The concepts of culture: an introduction
2. Subcultures
3. Culture and social class – the codes of communication
4. Culture as semiotic system

5. Cultural studies
6. Critical discourse analysis
7. Multicultural discourse studies
8. Soft power
9. Cultures as means of hegemony: modernization theories
10. Dependency theories
11. World-systems analysis
12. The Western criticism of cultural imperialism
13. Decolonialization theories

12. The frequency of offering the subject/its position in the curriculum of the term: 5. semester

13. Requirements of attendance, acceptable absence, opportunity for making up missed classes: Participating on at least 70% of the lectures is mandatory.

14. Term assignments, testing knowledge: Students need to write a test, based on the themes of the first 6 lectures, and they also need to present a case-study. In the case of non-attendance, the test should be repeated on a different occasion, and the presentation could be substituted with an essay.

15. The exact conditions of testing knowledge, obtaining signature or credits: The simple mean of the test and the presentation gives the final grade.

15.1. The exact conditions of obtaining signature: The course is performed only if the students, participate at least the 70 percent of the courses, write the test and present the case study.

15.2. Evaluation: term mark (GYJ)

15.3. The exact conditions of obtaining credits: The requirement for earning credits are obtaining the signature and passing the exam.

16. Bibliography:

16.1. Compulsory readings:

- Demeter, M. The world-systemic dynamics of knowledge production: The distribution of transnational academic capital in social sciences. *Journal of World-Systems Research* 25:1. 2019
- Chase-Dunn, C. Globalization: A world-systems perspective. *Journal of World-Systems Research* 5, no. 2: 186–215. 1995
- De Santos, B. *Epistemologies of the South. Justice against epistemicide*. London, Routledge, London, 2011. ISBN: 9781612055459
- Lee, C.C. *Internationalizing “international communication*. Ann Arbor, University of Michigan Press. 2015

16.2. Recommended readings:

- Meyen, M. International communication association fellows. *International Journal of Communication* 6: 2378–2396. 2012
- Mignolo, W. *The darker side of western modernity: Global futures, decolonial options*. Duke University Press. Durham, 2011. ISBN: 9780822350781
- Miike, Y. The Asiatic turn in Asian communication studies: Shifting paradigms and changing perspectives. In *The global intercultural communication reader*, 2nd ed., 111–133. Routledge. New York, 2014.
- Perez, L.A. Dependency. *The Journal of American History* 77, no. 1: 133–142. 1990.
- Shi-xu. Reconstructing eastern paradigms of discourse studies. *Journal of Multicultural Discourses* 4, no. 1: 29–48. 2009.
- Tomaselli, K.G. Seeing red’: cultural studies in global comparison. *Journal of Multicultural Discourses* 11, no. 4: 375–388. 2016.
- Wallerstein, I. *Geopolitics and geoculture*. Cambridge University Press, Cambridge, 1991. ISBN: 9780521406048

- Wang, G. Culture, paradigm, and communication theory: a matter of boundary or commensurability? *Communication Theory* 24: 373–393. 2014.

Budapest,

Dr. Márton DEMETER PhD, associate professor
Signed with her/his own hand

CURRICULUM

- 1. Course Code:** ÁKNGTE04
- 2. Course title:** International Economics
- 3. Credit value and course structure:**
 - 3.1.** 4 credit
 - 3.2.** ratio of lectures and seminars: 33% seminar, 67% lecture
- 4. Name of major(s), specializations (where it is taught):** International Public Management BA
- 5. Name of organizational unit responsible for its education:** Department of Economics and International Economics
- 6. Name, position, academic degree of tutor responsible for the curriculum:** Dr. Gábor KUTASI PhD, associate professor
- 7. Number and types of classes**
 - 7.1.** full number of classes/semester:
 - 7.1.1. Full time course: 42 (28 LEC + 14 SEM)
 - 7.1.2. Part time course: 12 (8 LEC + 4 SEM)
 - 7.2.** weekly number of classes - full time course: 3 (2 LEC + 1 SEM)
 - 7.3.** Further special or unique methods applied throughout of the course:
- 8. The academic content of the subject:**

The course introduces students to the most important concepts, theoretical theorems and methods of calculation used in economic practice and scientific analysis, as well as quantitative indicators of the various theoretical trends in international economics, world trade, division of labor, specialization, capital and labor flows, international finance, monetary systems and exchange rates, international economic equilibrium mechanisms and countries' external imbalances and balance of payments adjustment methods, etc. respect. The subject covers traditional economics of international economics, which is established in Western universities and their textbooks, including the "pure theory" of international trade, but also evaluates different theoretical theorems and methods from the perspective of today's world economic reality and practice, and the world economy. various theories on the functioning, equilibrium problems, international division of labor, world market exchanges, international capital flows and inequalities in the world economy, as well as on the general development and lag of the national economies and "economic underdevelopment". At the same time, he examines economic policy concepts and the theoretical issues of globalization and transnationalization in terms of the conditions and modalities of global economic convergence and adjustment, and the improvement of national "competitiveness". After completing the course, the student will be able to understand and apply models of international economics. The student is able to calculate and interpret basic international economic indicators. The student is able to understand and analyze the economic policy issues of small, open economies.
- 9. Competences to be achieved:**

Knowledge: Hungary's priorities in foreign affairs, trade and national policy and their development; the geopolitical characteristics of the scope of Hungarian foreign policy; international legislation and legislation of the European Union; realities and prospects of international and European Union economies; priorities and atmosphere of Hungary's defence policy, and the correlations of the above.

Capabilities: Interpreting duties, tasks and procedures arising from international connections, membership and other organisational relations and of utilising these in the decision-making procedure of the public service organisation.

Attitude: A commitment to the goals and interests of the international organisation he/she works for.

Autonomy and responsibility: To constructively and confidently enforce interests within and outside the organisation, depending on his/her position in the organisation; giving priority to the goals and interests of Hungary or the given international organisation.

10. Required previous studies: Economics (ÁKNGTE03)

11. The syllabus of the subject:

1. How to adapt to the international economy? The world economic order as a real space.
2. International aspects, databases and indicators of trade.
3. Why do states trade with each other? Classic macroeconomic concepts and reality.
4. Why do states trade with each other? Neoclassical macroeconomic concepts and reality.
5. Why do states trade with each other? Business economics concepts.
6. Trade policy instruments and income impact.
7. What does the balance of payments show us?
8. International exchange rate terms.
9. Commodity market model explaining equilibrium exchange rate: purchasing power parity
10. The money market model explaining the equilibrium exchange rate: interest parity
11. Exchange rate systems
12. What happens in case of a current account deficit?
13. International capital flows, international labor processes, technological flows.
14. Summary

12. The frequency of offering the subject/its position in the curriculum of the term: 2. semester

13. Requirements of attendance, acceptable absence, opportunity for making up missed classes: To get the signature, the required attendance is at least 5 seminars and at least 8 lectures. Absences can be substituted with home assignments prescribed by the course leader.

14. Term assignments, testing knowledge: three home assignments in week 5, 9 and 12; 2 tests in the 3rd and 6th seminar, team work in every seminar related to case study projects analysed on the spot.

15. The exact conditions of testing knowledge, obtaining signature or credits: Written exams 70 points, seminar points 30 points, successful pass if at least 51% is achieved.

15.1. The exact conditions of obtaining signature: To get the signature, the required attendance is at least 5 seminars and at least 8 lectures. Active participation in the seminar classes.

15.2. Evaluation: exam (K)

15.3. The exact conditions of obtaining credits: The requirement for earning credits are obtaining the signature and passing the exam.

16. Bibliography:

16.1. Compulsory readings:

- Thomas Pugel: International Economics, McGraw-Hill Education, 2020. ISBN: 9781260004731
- Krugman P. R. - Obstfeld M. - Melitz J. R.: International Economics. Theory and Policy. ISBN: 978-0-13-214665-4

16.2. Recommended readings:

- Dominick Salvatore: International Economics 11th Edition, Wiley, 2013. ISBN:

9781118177938

Budapest,

Dr. Gábor KUTASI PhD, associate professor
Signed with her/his own hand

CURRICULUM

- 1. Course Code:** ÁNJTE09
- 2. Course title:** International Law 1.
- 3. Credit value and course structure:**
 - 3.1.** 4 credit
 - 3.2.** ratio of lectures and seminars: 0% seminar, 100% lecture
- 4. Name of major(s), specializations (where it is taught):** International Public Management BA
- 5. Name of organizational unit responsible for its education:** Department of International Law
- 6. Name, position, academic degree of tutor responsible for the curriculum:** Dr. Noémi NAGY
PhD, senior lecturer
- 7. Number and types of classes**
 - 7.1.** full number of classes/semester:
 - 7.1.1. Full time course: 28 (28 LEC + 0 SEM)
 - 7.1.2. Part time course: 8 (8 LEC + 0 SEM)
 - 7.2.** weekly number of classes - full time course: 2 (2 LEC + 0 SEM)
 - 7.3.** Further special or unique methods applied throughout of the course:
- 8. The academic content of the subject:**

The subject offers an introduction to the main characteristics of public international law: its subjects, its legal sources, major concepts and definitions. The historical evolution of international community and the origins of international law are also part of the subject. The fundamental principles of international relations and international law are also explained offering an overview of the major characteristics of the State under international law. Besides that the introduction covers also the UN and regional international organisations: AU, OSCE, CoE, etc.
- 9. Competences to be achieved:**

Knowledge: Hungary's priorities in foreign affairs, trade and national policy and their development; the geopolitical characteristics of the scope of Hungarian foreign policy; international legislation and legislation of the European Union; realities and prospects of international and European Union economies; priorities and atmosphere of Hungary's defence policy, and the correlations of the above.

Capabilities: Performing his/her duties adequately at state, private and international organisations that execute public power or offer public services.

Attitude: A commitment to the goals and interests of the international organisation he/she works for.

Autonomy and responsibility: To organise his/her work and that of his/her inferiors with autonomy, responsibility and respect for official means in line with his/her position in the organisation.
- 10. Required previous studies:** Introduction to Legal Studies and Public Administration (ÁAÖKTE01)

11. The syllabus of the subject:

1. Fundamental issues of public international law, the definition and disciplinary characteristics of international law.
2. Legal sources, customary and treaty law, fundamental principles and peremptory norms in international law.
3. International Treaty Law.
4. The various forms of inter-state and inter-governmental co-operation.
5. States as subjects of international law: state sovereignty, responsibility, recognition of states and governments.
6. Other subjects of international law: individuals, insurgents, etc.
7. Peoples' right to self-determination.
8. International organisations as subjects of international law.
9. The United Nations - structure, functions.
10. Regional international organisations: AU, OAS.
11. Regional international organisations: OSCE, CoE, etc.

12. The frequency of offering the subject/its position in the curriculum of the term: 2. semester

13. Requirements of attendance, acceptable absence, opportunity for making up missed classes: Mandatory presence: 75% of classes. Absence is only acceptable if a relevant authority certifies the reason of it.

14. Term assignments, testing knowledge: Either oral or a written examination in the exam period.

15. The exact conditions of testing knowledge, obtaining signature or credits: Compulsory attendance and passing the written/oral exam.

15.1. The exact conditions of obtaining signature: 75% compulsory attendance.

15.2. Evaluation: exam (K)

15.3. The exact conditions of obtaining credits: The requirement for earning credits are obtaining the signature and passing the exam.

16. Bibliography:

16.1. Compulsory readings:

- Antonio Cassese: International Law, Oxford University Press, Oxford, 2001. ISBN: 9780199259397
- James Crawford: Cambridge Companion to International Law. Cambridge University Press, Cambridge, 2012. ISBN: 9780521143080
- Gleider Hernández: International Law. Oxford University Press, Oxford, 2019. ISBN: 9780198748830

16.2. Recommended readings:

- James Crawford: Brownlie's Principles of Public International Law, Oxford University Press, Oxford, 2019. ISBN: 9780198737445
- Antonio Cassese: International Law, Oxford University Press, Oxford, 2001. ISBN: 9780199259397

Budapest,

Dr. Noémi NAGY PhD, senior lecturer
Signed with her/his own hand

CURRICULUM

1. Course Code: ÁNJTE07

2. Course title: International Law 2.

3. Credit value and course structure:

3.1. 4 credit

3.2. ratio of lectures and seminars: 0% seminar, 100% lecture

4. Name of major(s), specializations (where it is taught): International Public Management BA

5. Name of organizational unit responsible for its education: Department of International Law

6. Name, position, academic degree of tutor responsible for the curriculum: Dr. Norbert TÓTH
PhD, associate professor

7. Number and types of classes

7.1. full number of classes/semester:

7.1.1. Full time course: 28 (28 LEC + 0 SEM)

7.1.2. Part time course: 8 (8 LEC + 0 SEM)

7.2. weekly number of classes - full time course: 2 (2 LEC + 0 SEM)

7.3. Further special or unique methods applied throughout of the course:

8. The academic content of the subject:

The course is split into more logical parts. The first part covers the basics of human rights, the second deals with peaceful settlement of disputes among states, with special attention paid to the International Court of Justice (and also adding other courts), and state responsibility. The third part focuses on some fields of international law, the fourth part deals with international law covering use of force, including individual criminal responsibility for violations of law.

9. Competences to be achieved:

Knowledge: Students are familiar with the public policy, the basic characteristics of Hungarian public policy and its international relevance.

Capabilities: Students are capable of preparing managerial decisions and taking an active part in the decision-making process; making realistic judgment based on information processed; and making professional proposals.

Attitude: The personal attitude of students is characterized by a commitment to the goals and interests of the international organisation he/she works for.

Autonomy and responsibility: Students are able to constructively and confidently enforce interests within and outside the organisation, depending on his/her position in the organisation; giving priority to the goals and interests of Hungary or the given international organisation.

10. Required previous studies: Introduction to Legal Studies and Public Administration (ÁAÖKTE01), Comparative Constitutional Law and Organisation of the State (ÁAÖKTE02)

11. The syllabus of the subject:

1. International Protection of Human Rights

2. Diplomatic means of international dispute settlements 3. Judiciary means of international dispute settlements, the International Court of Justice

3. International responsibility of states
4. Spatial issues in international law 1: the law of the sea, air law, law of the outer space
5. Spatial issues in international law 2: Law of the Arctic and the Antarctic
6. Spatial issues in international law 3: Law of the international rivers
7. Basics of international economic law
8. Prohibition of the use of force, the system of collective security
9. Applicability of self-defence
10. International humanitarian law
11. International criminal law
12. International environmental law
13. Refugees and migrants in international law
14. Summarizing class

12. The frequency of offering the subject/its position in the curriculum of the term: 3. semester

13. Requirements of attendance, acceptable absence, opportunity for making up missed classes: Mandatory presence: 75% of classes. Absence is only acceptable if a relevant authority certifies the reason of it.

14. Term assignments, testing knowledge: Either oral or a written examination in the examination period.

15. The exact conditions of testing knowledge, obtaining signature or credits: Compulsory attendance and passing the exam.

15.1. The exact conditions of obtaining signature: 75% compulsory attendance.

15.2. Evaluation: exam (K)

15.3. The exact conditions of obtaining credits: The requirement for earning credits are obtaining the signature and passing the exam.

16. Bibliography:

16.1. Compulsory readings:

- Anders Henriksen: International Law. Second Edition. Oxford University Press, Oxford, 2019. ISBN: 9780198753018
- Silverburg, Sanford (ed.): International Law. Contemporary Issues and Future Developments, Routledge, London, 2019. ISBN: 9780813344713

16.2. Recommended readings:

- James Crawford: Brownlie's Principles of Public International Law, Oxford University Press, Oxford, 2019. ISBN: 9780199699698
- Antonio Cassese: International Law, Oxford University Press, Oxford, 2001. ISBN: 9780199259397

Budapest,

Dr. Norbert TÓTH PhD, associate professor
Signed with her/his own hand

CURRICULUM

1. **Course Code:** HNBTTTE06
2. **Course title:** International Organisations
3. **Credit value and course structure:**
 - 3.1. 3 credit
 - 3.2. ratio of lectures and seminars: 0% seminar, 100% lecture
4. **Name of major(s), specializations (where it is taught):** International Public Management BA
5. **Name of organizational unit responsible for its education:** Department of International Security Studies
6. **Name, position, academic degree of tutor responsible for the curriculum:** Dr. Anna MOLNÁR
PhD, associate professor
7. **Number and types of classes**
 - 7.1. full number of classes/semester:
 - 7.1.1. Full time course: 28 (28 LEC + 0 SEM)
 - 7.1.2. Part time course: 8 (8 LEC + 0 SEM)
 - 7.2. weekly number of classes - full time course: 2 (2 LEC + 0 SEM)
 - 7.3. Further special or unique methods applied throughout of the course:
8. **The academic content of the subject:**

The objective of this course is to give general introduction and overall knowledge about the main International Organisations. The lecture will start with the presentation of the UN, than focusing on the European International Organisations, such as the EU, OSCE and Council of Europe. The course will then follow the introduction of the NATO and other regional organisations. Students will be familiarised with the historical and theoretical background of International Institutions.
9. **Competences to be achieved:**

Knowledge: He/she is familiar with the structure and operation of international organisations of considerable significance for Hungary, and their cooperation with the participants of the Hungarian state organisation

Capabilities: He/she is capable of: interpreting duties, tasks and procedures arising from international connections, membership and other organisational relations and of utilising these in the decision-making procedure of the public service organisation.; performing his/her duties adequately at state, private and international organisations that execute public power or offer public services; working creatively and focusing on solutions.; working in an international and multicultural environment.

Attitude: His/her personal attitude is characterized by critical thinking. His/her personal attitude is characterized by respect towards other people's opinions while adopting an authentic viewpoint.

Autonomy and responsibility: To organise his/her work and that of his/her inferiors with autonomy, responsibility and respect for official means in line with his/her position in the organisation.

10. Required previous studies:

11. The syllabus of the subject:

1. Introduction
2. UN I
3. UN II.
4. UN III.
5. OSCE, Council of Europe
6. NATO
7. International organisations in Asia (SCO, ASEAN)
8. Mid-term writing test
9. International organisations in Latin America
10. International organisations in Latin America
11. International organisations in Africa
12. International organisations in Africa
13. End-of-term writing test
14. End-of-term writing test (correction)

12. The frequency of offering the subject/its position in the curriculum of the term: 2. semester

13. Requirements of attendance, acceptable absence, opportunity for making up missed classes: Participation in 75% of the lectures. Unauthorized classroom absences cannot be justified. If unauthorized absence surpasses 25% of the classes, the signature will be denied. Compensation for the missed exercises due to absence must be arranged with the course instructor.

14. Term assignments, testing knowledge: Two writing tests (and one correction): mark on a five grade-scale on the basis of compulsory readings and the topics of the syllabus. Marks on a five grade-scale: (failed) 0-50%; (pass mark) 51-62,5%; (fair mark) 63-75%; (good) 74%-87,5%; 5 (excellent)

15. The exact conditions of testing knowledge, obtaining signature or credits: The requirement for earning credits are obtaining the signature and passing the exam exam (K). Writing exam: mark on a five grade-scale on the basis of compulsory readings and the topics of the syllabus. In case the mark offered on the basis of the writing tests is not acceptable for the student or of a failed writing test. Marks on a five grade-scale: (failed) 0-50%; (pass mark) 51-62,5%; (fair mark) 63-75%; (good) 74%-87,5%; 5 (excellent) 88%-100%

15.1. The exact conditions of obtaining signature: Requirements for end-term signature: participation in 75% of the lectures. Compensation for the missed exercises due to absence must be arranged with the course instructor.

15.2. Evaluation: exam (K)

15.3. The exact conditions of obtaining credits: The requirement for earning credits are obtaining the signature and passing the exam.

16. Bibliography:

16.1. Compulsory readings:

- Jacob Katz Cogan, Ian Hurd, and Ian Johnstone (ed.): The Oxford Handbook of International Organizations. Oxford Handbook. 2016. ISBN: 9780199672202;
- J. Samuel Barkin: International Organization. Theories and Institutions. Palgrave Macmillan, New York, 2013. ISBN: 9781137356734.

16.2. Recommended readings:

- Hylke Dijkstra: International Organizations and Military Affairs' by Hylke Dijkstra (Routledge, 2016) ISBN 9781138195882

Budapest,

Dr. Anna MOLNÁR PhD, associate professor
Signed with her/his own hand

CURRICULUM

1. **Course Code:** HNBTTTE05
2. **Course title:** International Political Issues and Security
3. **Credit value and course structure:**
 - 3.1. 3 credit
 - 3.2. ratio of lectures and seminars: 0% seminar, 100% lecture
4. **Name of major(s), specializations (where it is taught):** International Public Management BA
5. **Name of organizational unit responsible for its education:** Department of International Security Studies
6. **Name, position, academic degree of tutor responsible for the curriculum:** Dr. Éva REMEK PhD, associate professor
7. **Number and types of classes**
 - 7.1. full number of classes/semester:
 - 7.1.1. Full time course: 28 (28 LEC + 0 SEM)
 - 7.1.2. Part time course: 8 (8 LEC + 0 SEM)
 - 7.2. weekly number of classes - full time course: 2 (2 LEC + 0 SEM)
 - 7.3. Further special or unique methods applied throughout of the course:
8. **The academic content of the subject:**

The aim of the subject is to provide the basic theoretical knowledge in the field of international relations and security policy for the students in bachelor programme of University of Public Service. The students acquire knowledge about the foreign and security policy, and all important international institutions as UN, NATO, OSCE and EU. Lectures are provided of the international crisis management and security activity of the UN, the NATO and the EU. Students are introduced to the regional, global and institutional aspects of international relations and wars. They learn the challenge, risk, threat and danger factors. During the course, the Hungarian foreign and security policy changes are presented from the transition until today.

9. **Competences to be achieved:**

Knowledge: In general he/she knows, and understands the fundamental actors, facts, directions of international politics and security, and is well informed about national and international current events. Has an overview of official documents, laws, strategies of governments. See distinctly events and process of international politics and their effect on Hungary.

Capabilities: He/she demonstrates the ability to take responsibility for his studies and work independently to show his/her knowledge on topics within the field of national, and international security, furthermore he develops personal skills applicable to further study. The student has a capability to analyse security policies process, to find connections and understanding among different factors and fields of international security.

Attitude: He/she takes professional rules into consideration, but he works independently. He/she is a critical and supportive person in the relation of his organization, but supportive, and he strives to achieve its goals. Should be open to enlarge his/her knowledge and competences.

Autonomy and responsibility: Open personality for changes in the world around him/her. He/she has a systemic overview ability in relation to his/her field. He/she will be able to discuss, analyse security events by the end of after his studies.

10. Required previous studies:

11. The syllabus of the subject:

1. Introduction to international relations. Basic components of international relations. Basic concepts, overview of the development of international relations. The major theoretical schools.
2. International system. Tools of foreign policy. Seminar: The post-bipolar world order. Actors in international politics. Strategies. „Small” test.
3. Security Studies and the international security 1. Development of Security Studies. Security and safety policy. Basic concepts, frameworks of interpretation.
4. Security Studies and the international security 2. Seminar: Arms and security. The architecture of international security. Security regimes and integrations. „Small” test.
5. Collective security institutions: the UN 1. Collective and cooperative security. The role of the United Nations in providing national and international security.
6. Collective security institutions: the UN 2. UN crisis management and peace operations. Missions.
7. Collective security institutions: the UN 3. Part summary - test
8. Institutions of the regional security 1. NATO as a collective defense organization. The organization is also committed to international peace and security.
9. Institutions of the regional security 2. OSCE – characteristics and activities.
10. Institutions of the regional security 3. Seminar: EU CSDP – missions – „Small” test
11. Institutions of the regional security 4. NATO and the EU - crisis management activities.
12. Hungarian foreign and security policy 1. The process and challenges of Euro-Atlantic Integration 1990-2004. Dynamics of three priorities.
13. Hungarian foreign and security policy 2. Hungarian foreign and security policy within framework of NATO and the EU. External and security strategies. Missions.
14. Summary, Semester test.

12. The frequency of offering the subject/its position in the curriculum of the term: 1. semester

13. Requirements of attendance, acceptable absence, opportunity for making up missed classes:

The student is obliged to be present in 75% of the lessons, in case of absence exceeding 25% the completion of the semester cannot be signed. In case of absence due to no fault (health, service, management task) and its justification, the student absence is considered justified. In this case, on the one hand, the student is obliged to obtain the material of the lecture, to prepare for it independently. On the other hand, the missed period can be replaced by at least a sufficient grade of homework submitted on the topic designated by the tutor. Taking into account the conditions for signing the semester and the minimum sufficient level (51%) of test papers, the semester can be signed.

14. Term assignments, testing knowledge: The primary determinant of the study work is the participation in the lectures (according to the relevant section of the topic). During the semester, three small test papers (study weeks 2nd, 4th) and two large papers are written (study weeks 7th and 14th).

15. The exact conditions of testing knowledge, obtaining signature or credits: Assessment: written (first exam) / oral (in case of failed written exam, and second and third times) colloquium with five-stage assessment (oral lot drawing). In the case of written: Summative assessment: 0-50% - failed, 51-70% - pass, 71-80% - satisfactory, 81-90% - good, 91-100% - excellent.

15.1. The exact conditions of obtaining signature: The student is obliged to be present in 75% of the lessons, in case of absence exceeding 25% the completion of the semester cannot be signed. In case of absence due to no fault (health, service, management task) and its justification, the student absence

15.2. Evaluation: exam (K)

15.3. The exact conditions of obtaining credits: The requirement for earning credits are obtaining the signature and passing the exam.

16. Bibliography:

16.1. Compulsory readings:

- Exam requirement: knowledge of the subjects and topics given in the topic, as well as the required and recommended literature. (In the case of a large group of students, there is only a written exam.)

16.2. Recommended readings:

- Steve Tulliu, Steve – Thomas Schmalberger: A biztonság megértése felé. Genf – Budapest, UNIDIR-SVKK 2003. ISBN: 963-811-7907
- Bába Iván (főszerk.) – Sáringer János (szerk.): Diplomáciai lexikon, A nemzetközi kapcsolatok kézikönyve, Budapest, Éghajlat Könyvkiadó Kft. 2018. ISBN: 978-963-9862-14-2
- Nemzet és biztonság. Stratégiai Védelmi Kutató Központ kiadványa. ISSN: 1789-5286

Budapest,

Dr. Éva REMEK PhD, associate professor
Signed with her/his own hand

CURRICULUM

1. Course Code: ÁTKTE01

2. Course title: International Protocol and International Negotiations

3. Credit value and course structure:

3.1. 4 credit

3.2. ratio of lectures and seminars: 100% seminar, 0% lecture

4. Name of major(s), specializations (where it is taught): International Public Management BA

5. Name of organizational unit responsible for its education: Department of Social Communication

6. Name, position, academic degree of tutor responsible for the curriculum: Dr. Ágnes JENEI
PhD, associate professor

7. Number and types of classes

7.1. full number of classes/semester:

7.1.1. Full time course: 28 (0 LEC + 28 SEM)

7.1.2. Part time course: 8 (0 LEC + 8 SEM)

7.2. weekly number of classes - full time course: 2 (0 LEC + 2 SEM)

7.3. Further special or unique methods applied throughout of the course:

8. The academic content of the subject:

In the first part of the course students learn the basis skills necessary for effective negotiations. In the second part of the course students analyze international business negotiations, and have an overview of the characteristics of the bilateral and multilateral negotiations related to the field of public management. Finally, students will get familiar with the international protocol of the negotiations. Learning method: experimental, reflective learning, based on interactive activities, simulations, role plays.

9. Competences to be achieved:

Knowledge: Students will get familiar with the role of international negotiations and communication and social media in international relations, and the characteristics of protocol in public service.

Capabilities: Students will be capable of communicating efficiently in public service, using effective negotiation and cooperation techniques and maintaining a case- and client-centred approach.

Attitude: Respect towards other people's opinions while adopting an authentic viewpoint.

Autonomy and responsibility: To constructively and confidently enforce interests within and outside the organisation, depending on his/her position in the organisation; giving priority to the goals and interests of Hungary or the given international organisation.

10. Required previous studies:

11. The syllabus of the subject:

1. Introduction, basic concepts (main types of negotiations, structure, process, dynamics of negotiations), managing and analyzing two party negotiations.

2. Distributive and integrative negotiations.
3. Cooperative and competitive strategies. Tactics used during negotiations.
4. Business etiquette and negotiations. Women and men at the same negotiation table.
5. Intercultural differences at the negotiations.
6. International protocol in the practice
7. Challenges of international protocol at the negotiations

12. The frequency of offering the subject/its position in the curriculum of the term: 4. semester

13. Requirements of attendance, acceptable absence, opportunity for making up missed classes: Class attendance min. 75%. The teacher gives additional assignments to read in order to make the class up.

14. Term assignments, testing knowledge: Active participation in role-plays, simulations. "Reflection notes", analysis of international negotiations, filling test about international protocol.

15. The exact conditions of testing knowledge, obtaining signature or credits: It is obligatory to write "reflection notes" in a structured way. Personal feelings, thought must be enhanced by readings. In addition to the self-reflection notes, students have to analyze international negotiations, and fill a test about international protocol.

15.1. The exact conditions of obtaining signature: Class attendance min. 75%.

15.2. Evaluation: term mark (GYJ)

15.3. The exact conditions of obtaining credits: The requirement for earning credits are obtaining the signature and passing the exam.

16. Bibliography:

16.1. Compulsory readings:

- Baber, William W. – Fletcher-Chen, Chavi C-Y: Practical Business Negotiation (2nd Edition Textbook). Routledge, 2020. ISBN: 9780367421731
- Jenei Ágnes: Intercultural Negotiation Techniques. Training material. Budapest, National University of Public Service, Public Service International Training Center. 2013. Gilbert Monod de Froideville, Mark Verheul: An Experts' Guide to International Protocol: Best Practices in Diplomatic and Corporate Relations. Amsterdam University, 2016. ISBN: 9462981051

16.2. Recommended readings:

- Fisher, Roger – Ury, William – Bruce Patton: Getting to Yes. Negotiating Agreement Without Giving. Penguin Books, 2011. ISBN: 1844131467
- Marshall, Tim: Prisoners of geography. Ten maps that explain everything about the world. New York, Scribner, 2016. ISBN: 9781783961412
- Myka Meier: Business Etiquette Made Easy: The Essential Guide to Professional Success. Skyhorse, 2020. ISBN: 1510751939
- Rosalie Rivett: Diplomatic Protocol: Etiquette, Statecraft & Trust. Whittles Publishing, 2017. ISBN: 9781849953702

Budapest,

Dr. Ágnes JENEI PhD, associate professor
Signed with her/his own hand

UNIVERSITY OF PUBLIC SERVICE

**Faculty of Public Governance and
International Studies**

CURRICULUM

1. Course Code: ÁNKDE02

2. Course title: Introduction to Civilization Studies

3. Credit value and course structure:

3.1. 4 credit

3.2. ratio of lectures and seminars: 50% seminar, 50% lecture

4. Name of major(s), specializations (where it is taught): International Public Management BA

5. Name of organizational unit responsible for its education: Department of International Relations and Diplomacy

6. Name, position, academic degree of tutor responsible for the curriculum: Dr. Péter ZACHAR
PhD, associate professor

7. Number and types of classes

7.1. full number of classes/semester:

7.1.1. Full time course: 28 (14 LEC + 14 SEM)

7.1.2. Part time course: 8 (4 LEC + 4 SEM)

7.2. weekly number of classes - full time course: 2 (1 LEC + 1 SEM)

7.3. Further special or unique methods applied throughout of the course:

8. The academic content of the subject:

Following the introduction to the theories and debates on civilization, the subject presents the eight great civilizations (territory, people, relevant events in the development of the civilization, religion, cultural aspects, e. g. script, arts, etc) as proposed by Samuel Huntington. Lectures will be followed by seminars, where the students present topics - coordinated with the lecturer(s).

9. Competences to be achieved:

Knowledge: He/She is familiar with the characteristics of other cultural and political regions, basic knowledge of their countries as well as intercultural knowledge

Capabilities: He/She is capable of working in an international and multicultural environment, presents an openness towards the different cultural and civilization environments, and moves around accordingly.

Attitude: His/Her personal attitude is characterized by openness and sensitivity towards social issues, different social and civilizational approaches, professional and human solidarity

Autonomy and responsibility: Autonomy and responsibility of constructively and confidently enforce interests within and outside the organisation, depending on his/her position in the organisation; giving priority to the goals and interests of Hungary or the given international organisation

10. Required previous studies:

11. The syllabus of the subject:

1. Introduction, theoretical basis;
2. The western civilization;
3. The orthodox civilization;

4. Islam I-II;
 5. The Indian civilization;
 6. Presentations (by students on freely chosen related topics);
 7. The Chinese civilization I-II;
 8. Japan;
 9. The Latin-American civilization;
 10. The African civilization;
 11. Presentations (by students on freely chosen related topics);
 12. Test (In the part time course a selection of four from the above will be presented, with no opportunity to students' presentations due to the time constraints)
- 12. The frequency of offering the subject/its position in the curriculum of the term:** 5. semester
- 13. Requirements of attendance, acceptable absence, opportunity for making up missed classes:** Maximum 3 absences without certificate, otherwise signature may be rejected/In the part time course no absence without justification/certificate is accepted.
- 14. Term assignments, testing knowledge:** During the course each student shall prepare and present a PPT (8-10 slides) related to the topic of the course. The exact topic has to be proposed by the student and accepted by the lecturer(s). In the last class a test will be written, on the basis of which a mark MAY BE offered. If the student not be able to participate in the last class when the test is written, he/she will come to the exam./In the part time course a PPT (8-10 slides) shall be prepared by the students related to the topic of the course.
- 15. The exact conditions of testing knowledge, obtaining signature or credits:** The credits shall be obtained on the basis of the final mark the students receives either offered on the basis of the test, or on the basis of the written exam.
- 15.1. The exact conditions of obtaining signature:** Participation in the classes, PPT presentation/In the part time course the PPT has to be sent to the lecturer in charge of the course.
- 15.2. Evaluation:** exam (K)
- 15.3. The exact conditions of obtaining credits:** The requirement for earning credits are obtaining the signature and passing the exam.
- 16. Bibliography:**
- 16.1. Compulsory readings:**
 - Kinga Dévényi (ed.): Civilisations from East to West, Corvinus University of Budapest Department of International Relations, Budapest, 2020.
 - 16.2. Recommended readings:**
 - Samuel Huntington: The clash of civilizations and the re-making of world order, Foreign Affairs, vol. 72, no. 3, Summer 1993, pp. 22–49;
 - Francis Fukuyama: The End of History and the Last Man. The National Interest, 1989 (16): 3–18. ISSN 0884-9382

Budapest,

Dr. Péter ZACHAR PhD, associate professor
Signed with her/his own hand

CURRICULUM

- 1. Course Code:** ÁKINTE03
- 2. Course title:** Introduction to Cyber Security
- 3. Credit value and course structure:**
 - 3.1.** 4 credit
 - 3.2.** ratio of lectures and seminars: 0% seminar, 100% lecture
- 4. Name of major(s), specializations (where it is taught):** International Public Management BA
- 5. Name of organizational unit responsible for its education:** Department of Public Management and Information Technology
- 6. Name, position, academic degree of tutor responsible for the curriculum:** Dr. Csaba KRASZNAY PhD, associate professor
- 7. Number and types of classes**
 - 7.1.** full number of classes/semester:
 - 7.1.1. Full time course: 28 (28 LEC + 0 SEM)
 - 7.1.2. Part time course: 8 (8 LEC + 0 SEM)
 - 7.2.** weekly number of classes - full time course: 2 (2 LEC + 0 SEM)
 - 7.3.** Further special or unique methods applied throughout of the course:
- 8. The academic content of the subject:**

Theory of cyber space; boundaries, assets and systems and networks of cyber space. Critical infrastructures and critical information infrastructures. Cyber threats and challenges and the possible protection against them. Elements of complex cyber security. National and international cyber security strategies, cyber policies and strategies of EU and NATO. National and international regulation and standards on cyber space.
- 9. Competences to be achieved:**

Knowledge: He/She is familiar with the applicability of international law in cyberspace. He/She is familiar with the defence solutions against cyberattacks.

He/She is familiar with the cybersecurity system of the state.

Capabilities: He/She is capable of having an overview of the special legal status of cyberspace. He/She is capable of applying international law applicable for cyberspace in case of cyberattacks to the necessary extent.

Attitude: A commitment to public service, working and behaving in a responsible and tolerant way.

Autonomy and responsibility: To organise his/her work and that of his/her inferiors with autonomy, responsibility and respect for official means in line with his/her position in the organisation.
- 10. Required previous studies:**

11. The syllabus of the subject:

1. Information societies and their security challenges
2. Terminology of cyberspace
3. Actors of cyberspace
4. Critical information infrastructures
5. CII case studies
6. Cybersecurity in Hungary
7. Cybersecurity in the EU and NATO
8. Cyberdiplomacy
9. Cybercrime
10. Cyberwarfare
11. Hacktivism/Cyberterrorism
12. Information security at organizations
13. Threats of the near future
14. Semester closing test

12. The frequency of offering the subject/its position in the curriculum of the term: 5. semester

13. Requirements of attendance, acceptable absence, opportunity for making up missed classes:

The requirement is to attend classes. The rate of acceptable absences is 25% for full-time and one day for part-time. In case of absence over the limit, it is necessary to complete a task specified by the subject instructor, which means watching and processing lectures related to the topic available on the Internet and write a summary about it.

14. Term assignments, testing knowledge: After the lectures, the instructor gives five questions per lecture in a full-time course and questions in a part-time course depending on the number of hours held on the given teaching day in the web based testing system called Kahoot. At the end of the semester, these scores are aggregated. In the full-time course, the semester closing test is written on the 14th week, in the part-time course, it is written on the last class and is evaluated on a five-grade scale. A semester closing test with an inadequate evaluation can be corrected once, in a full-time schedule at the last week, in the part-time course at a time agreed with the instructor. During the semester closing test, the content of the semester is tested in the form of a multiple-choice test in the university's Moodle system.

15. The exact conditions of testing knowledge, obtaining signature or credits: Mid-term mark, five-level evaluation. The mid-term mark is based on the sum of the points collected during the semester and the points of the semester closing test.

16. The evaluation has five levels: insufficient (below 60%), sufficient (61% -70%), medium (71% - 80%), good (81% -90%), excellent (91% -100%). In the case of a result below 61%, a correction opportunity must be provided before the end of the semester, once.

16.1. The exact conditions of obtaining signature: Participation in classes as defined in point 14, collection of at least 50% of Kahoot points that can be earned during the semester and successful writing of semester closing test.

16.2. Evaluation: midterm evaluation (ÉÉ)

16.3. The exact conditions of obtaining credits: The requirement for earning credits are obtaining the signature and passing the exam.

17. Bibliography:

17.1. Compulsory readings:

- Katharina Ziolkowski (ed.), Peacetime Regime for State Activities in Cyberspace. International Law, International Relations and Diplomacy, NATO CCD COE Publication, Tallinn 2013. ISBN: 9789949921171
- Singer, P. W., Friedman, Allen: Cybersecurity and Cyberwar: What Everyone Needs to Know. Oxford University Press, 2014. ISBN: 0199918112.

17.2. Recommended readings:

- Brown, Lawrie, Stalling, William: Computer Security: Principles and Practice, Pearson, 2018. (4th Edition) ISBN: 9780134794105;
- Anna Molnár, Balázs Mártonffy (Eds.): Cyberdiplomacy (under release)

Budapest

Dr. Csaba KRASZNAY PhD, associate professor
Signed with her/his own hand

CURRICULUM

- 1. Course Code:** HNBTTTE07
- 2. Course title:** Introduction to European Security and Defence
- 3. Credit value and course structure:**
 - 3.1.** 4 credit
 - 3.2.** ratio of lectures and seminars: 67% seminar, 33% lecture
- 4. Name of major(s), specializations (where it is taught):** International Public Management BA
- 5. Name of organizational unit responsible for its education:** Department of International Security Studies
- 6. Name, position, academic degree of tutor responsible for the curriculum:** Dr. Anna MOLNÁR
PhD, associate professor
- 7. Number and types of classes**
 - 7.1.** full number of classes/semester:
 - 7.1.1. Full time course: 42 (14 LEC + 28 SEM)
 - 7.1.2. Part time course: 12 (4 LEC + 8 SEM)
 - 7.2.** weekly number of classes - full time course: 3 (1 LEC + 2 SEM)
 - 7.3.** Further special or unique methods applied throughout of the course:
- 8. The academic content of the subject:**

The aim of the lectures and seminar is to introduce and analyse historical background, the institutional structures, the decision-making processes, the main questions concerning the common security and defence policy, the stronger integration in the field of security and defence, and finally the possibility of realising the European defence union. The elaboration of the case studies will enable the students to have appropriate basic knowledge in the characteristics of the changing security environment, the main agencies, the bi- and multilateral forms of cooperation, the different initiatives on EU level and the existing military capabilities and instruments of the Member States of the EU.
- 9. Competences to be achieved:**

Knowledge: He/she is familiar with the structure and operation of international organisations of considerable significance for Hungary, and their cooperation with the participants of the Hungarian state organisation

Capabilities: He/she is capable of analysing and assessing security challenges, threats and risks. He/she is capable of 1) interpreting duties, tasks and procedures arising from international connections, membership and other organisational relations and of utilising these in the decision-making procedure of the public service organisation.; 2) performing his/her duties adequately at state, private and international organisations that execute public power or offer public services; 3) working creatively and focusing on solutions.; 4) working in an international and multicultural environment.

Attitude: His/her personal attitude is characterized by critical thinking. His/her personal attitude is characterized by respect towards other people's opinions while adopting an authentic viewpoint.

Autonomy and responsibility: To organise his/her work and that of his/her inferiors with

autonomy, responsibility and respect for official means in line with his/her position in the organisation.

10. Required previous studies: International Political Issues and Security (HNBTTE05); History of European Integration and the Institutions of the EU (ÁEUTTE02)

11. The syllabus of the subject:

1. Introduction, historical background
2. Institutional structures and decision-making processes
3. Changing security environment in the Eastern Neighbourhood
4. Changing security environment in the Southern Neighbourhood
5. CSDP missions and operations
6. Defence capabilities of the EU Member States I.
7. Defence capabilities of the EU Member States II
8. The bi- and multilateral forms of cooperation in the field of defence
9. The EU-NATO cooperation
10. Defence industry and the EDA
11. PESCO, CARD, EDF
12. Initiatives regarding the stronger integration in the field of security and defence
13. End-of-term writing test
14. End-of-term writing test (correction)

12. The frequency of offering the subject/its position in the curriculum of the term: 3. semester

13. Requirements of attendance, acceptable absence, opportunity for making up missed classes: Requirements for end-term signature: participation in 75% of the lectures. Compensation for the missed exercises due to absence must be arranged with the course instructor.

14. Term assignments, testing knowledge: Preparing PPT presentation on a specific topic (15-20 minutes), preparing a 10-page seminar paper on a specific topic. Writing test (and one correction): mark on a five grade-scale on the basis of compulsory readings and the topics of the syllabus. Marks on a five grade-scale: (failed) 0-50%; (pass mark) 51-62,5%; (fair mark) 63-75%; (good) 74%-87,5%; 5 (excellent) 88%-100%

15. The exact conditions of testing knowledge, obtaining signature or credits: The requirement for earning credits are obtaining the signature and passing the end-of-term writing test. Writing test: mark on a five grade-scale on the basis of compulsory readings and the topics of the syllabus. Marks on a five grade-scale: (failed) 0-50%; (pass mark) 51-62,5%; (fair mark) 63-75%; (good) 74%-87,5%; 5 (excellent) 88%-100%

15.1. The exact conditions of obtaining signature: Requirements for end-term signature: participation in 75% of the lectures. Compensation for the missed exercises due to absence must be arranged with the course instructor.

15.2. Evaluation: midterm evaluation (ÉÉ)

15.3. The exact conditions of obtaining credits: The requirement for earning credits are obtaining the signature and passing the exam.

16. Bibliography:

16.1. Compulsory readings:

- Jochen Rehr (ed.): Handbook on CSDP, The Common Security and Defence Policy of the European Union. Wien, Directorate for Security Policy of the Federal Ministry of Defence and Sports of the Republic of Austria, 2017. ISBN: 9789295201040
- Jochen Rehr: Handbook for decision makers, The Common Security and Defence Policy of the European Union. Wien, Armed Forces Printing Centre, 2017. ISBN: 9789295201088

16.2. Recommended readings:

- Shared Vision, Common Action: A Stronger Europe. A Global Strategy for the European Union's Foreign And Security Policy. 2016

Budapest,

Dr. Anna MOLNÁR PhD, associate professor
Signed with her/his own hand

UNIVERSITY OF PUBLIC SERVICE

**Faculty of Public Governance and
International Studies**

CURRICULUM

1. Course Code: ÁEUTTE04

2. Course title: Introduction to Global Resilience Studies

3. Credit value and course structure:

3.1. 4 credit

3.2. Ratio of lectures and seminars 33% seminar, 67% lecture

4. Name of major (s), specializations (where it is taught): International Public Management BA

5. Name of organizational unit responsible for its education: Faculty of Public Governance and International Studies, Department of European Studies

6. Name, position, academic degree of tutor responsible for the curriculum: Dr. Attila MARJÁN PhD, associate professor

7. Number and types of classes

7.1. full number of classes/semester:

7.1.1. Full time course: 42 (28 LEC + 14 SEM)

7.1.2. Part time course: 12 (8 LEC + 4 SEM)

7.2. weekly number of classes - full time course: 3 (2 LEC + 1 SEM)

7.3. Further special or unique methods applied throughout of the course: -

8. The academic content of the subject:

The course discusses the most important global megatrends that are and are determining the development of different regions of the world, including the European Union. Apart from regularly analysed geopolitical issues such as post-Pax-Americana order and strategic autonomy, the course also introduces issues such as climate change, demographic ageing, public health issues, robotization, and sustainability in its broadest definition, focussing on the potential impact of these factors on the future world order. The course offers practical, participative educational elements as well in the form of scenario mapping exercises.

9. Competences to be achieved:

Knowledge: He/ she is familiar with the relational system of the most significant conflicts and crises of 21st century world politics.

Capabilities: He/she is familiar with the acquired interdisciplinary knowledge, foreign policy analysis of a given world political conflict and crisis.

Attitude: His/her personal attitude is characterized by perceptiveness, creativity and awareness of methodologies.

Autonomy and responsibility: He/she is an independent and responsible person in the academic life of his/her professional field, and represents its professional principles and research results in every possible forum.

10. Required previous studies:

11. The syllabus of the subject:

1. Megatrends and their global impact

2. EU strategic autonomy in a post-Americana world order
3. International governance: multilateral institutions, norms, regimes
4. Migration
5. Artificial intelligence - ethical, legal, technological, decision making etc. aspects
6. Water security and water diplomacy, maritime security
7. Social media issues, fake news and their impact on politics and society
8. Sustainable development, and environmental sustainability
9. Climate security
10. Public health security and pandemic management
11. Critical infrastructure protection and cybersecurity
12. Demography and overpopulation
13. Scenario mapping exercise I.
14. Scenario mapping exercise II.

12. The frequency of offering the subject/its position in the curriculum of the term: 5. semester

13. Requirements of attendance, acceptable absence, opportunity for making up missed classes: Attendance is mandatory on at least 80% of classes. Above 50% of missed classes: submission of a paper required.

14. Term assignments, testing knowledge: mid-term mark

15. The exact conditions of testing knowledge, obtaining signature or credits: Acquiring credit points: via written exam during the exam period. Contents of the exam: lectures, slides, additional materials, compulsory literature.

15.1. The exact conditions of obtaining signature: Completion of course criteria: participation in at least 80% of classes or through the submission of a paper.

15.2. Evaluation: mid-term evaluation

15.3. The exact conditions of obtaining credits: The requirement for earning credits are obtaining the signature and passing the exam.

16. Bibliography:

16.1. Compulsory readings:

- Stefan Hajkowitz: Global Megatrends: Seven Patterns of Change Shaping our Future, CSIRO Publishing. 2015. ISBN: 9781486301409
- Fikret Berkes, Johan Colding, Carl Folke: Navigating Social-Ecological Systems: Building Resilience for Complexity and Change. Oxford University Press, 2008. ISBN: 9780511058769
- Ramona Coman, Amandine Crespy, Vivien A. Schmidt (eds.): Governance and Politics in the Post-Crisis European Union. Cambridge University Press, 2020. ISBN: 9781108711777

16.2. Recommended readings:

- S. Irudaya Rajan, Debabrata Baral (eds.): Development, Environment and Migration: Lessons for Sustainability. Routledge, 2020. ISBN: 9781138565319
- Marján Attila: The Middle of the Map. John Harper Publishing, London, 2011. ISBN: 0956450849

Budapest,

Dr. Attila MARJÁN, associate professor
Signed with her/his own hand

CURRICULUM

- 1. Course Code:** ÁAÖKTE01
- 2. Course title:** Introduction to Legal Studies and Public Administration
- 3. Credit value and course structure:**
 - 3.1.** 4 credit
 - 3.2.** ratio of lectures and seminars: 50% seminar, 50% lecture
- 4. Name of major(s), specializations (where it is taught):** International Public Management BA
- 5. Name of organizational unit responsible for its education:** Department of Constitutional and Comparative Public Law
- 6. Name, position, academic degree of tutor responsible for the curriculum:** Dr. Júlia TÉGLÁSINÉ KOVÁCS PhD, senior lecturer
- 7. Number and types of classes**
 - 7.1.** full number of classes/semester:
 - 7.1.1. Full time course: 28 (14 LEC + 14 SEM)
 - 7.1.2. Part time course: 8 (4 LEC + 4 SEM)
 - 7.2.** weekly number of classes - full time course: 2 (1 LEC + 1 SEM)
 - 7.3.** Further special or unique methods applied throughout of the course:
- 8. The academic content of the subject:**

The course covers fundamentals of the law such as the characteristics of legal norms, legislation, sources of law, justice, the functioning of the legal system. The aim of the introductory legal course is to provide students with understanding of the basic institutions of the legal system, the hierarchy of sources of law, the methods of the origin of law, the concept and stages of law enforcement, public law, the public administration. Students become familiar with the concepts of law and the legal system, the rule of law, and the relationships that underpin the placement of public administration in the system of state organs and as a legislator in the hierarchy of sources of law. The most important topics involved are as follows: norm and law; legislation and hierarchy of sources; the idea of a constitutional state; public administration sciences; the relationship between public administration and the economy and politics; administrative bodies and organizational systems; personnel systems in public administration; administrative control. The subject encompasses the organizational system of the state and the administrative organization system within it and the most important rules for its operation. On the other hand, it extends to the regulated and unregulated specificities and legalities of the organization, the operation and the personnel of the administration as well as the organizational and operational principles and social environment of public administration.
- 9. Competences to be achieved:**

Knowledge: The student is familiar with the characteristics of career paths in public service in Hungary, legislation of public service and its relevance in international organisations. The student is familiar with all necessary professional concepts and their connections in the field of general public administration, international and foreign administration, international relations, international law and international economic relations. The student is familiar with the relevance and connections of politics, law, administration, economics, management and security policy in the operation of the state organisation, public administration and particularly international administration. The

student is familiar with systems of government, the system of governmental instruments and the strategic tools of efficient public administration development. The student is aware of the principles of the rule of law affecting public administration and is aware of domestic and EU regulations on data protection and freedom of information. The student understands the structure of the organizational system and is aware of the requirements for officials applying the law.

Capabilities: The student is capable of performing his/her duties adequately at state, private and international organisations that execute public power or offer public services. The student is capable of working creatively and focusing on solutions. The student is capable of working in an international and multicultural environment. The student is capable of strategic thinking, analysis of phenomena in state and public administration, preparing and making decisions in public administration and governance and problem and solution analysis necessary for creating proposals. The student is capable of serving the common good and the public interest, with due professional dedication and in line with the professional and human standards expected in civil service career. If necessary, the student cooperates with other central administrative, official, local administrative and other bodies based on a knowledge of them.

Attitude: The student's personal attitude is characterized by an openness for both team work and individual work and a process-oriented approach. The student's personal attitude is characterized by critical thinking. The student's personal attitude is characterized by an ability to adapt to changing workload and flexibility. The student's personal attitude is characterized by a commitment to public service, working and behaving in a responsible and tolerant way. The student's personal attitude is characterized by respect towards other people's opinions while adopting an authentic viewpoint. The student's personal attitude is characterized by an openness for critical self-assessment, various forms of professional development and methods of personal development. The student's personal attitude is characterized by an openness and sensitivity towards social issues, professional and human solidarity. The student's personal attitude is characterized by a commitment to Hungary's interests, social solidarity and equal opportunities, democratic values, the rule of law and the shared values of Europe and the nation - if working for the Hungarian state organisation. The student's personal attitude is characterized by a commitment to the goals and interests of the international organisation he/she works for. The student's personal attitude is characterized by a need for life-long learning and continuous professional development. The student is sufficiently critical of the work he/she has completed and genuinely represents the spirit of public administration, being in the public interest with respect for the principle of constitutionality. Based on the organizational foundations of the state the student identifies with the professional values and supports the objectives of the organization. He/she considers it important to have a confident understanding of the legal, organizational, administrative and practical aspects of data protection and freedom of information.

Autonomy and responsibility: The student is able to organise his/her work and that of his/her inferiors with autonomy, responsibility and respect for official means in line with his/her position in the organisation. The student is able to constructively and confidently enforce interests within and outside the organisation, depending on his/her position in the organisation; giving priority to the goals and interests of Hungary or the given international organisation. For exercising public power and for the quality and consequences of tasks performed by employees. The student has a sense of responsibility for the constitutional consequences of acting in official power. The student has a sense of responsibility for the consequences of acting in official power in the light of his/her knowledge of its constitutional foundations. He/she has a clear view of the interfaces relevant to the internal and external environment of the public administration system.

10. Required previous studies:

11. The syllabus of the subject:

1. The concept of law. The concept of legal system.
2. Legislation and sources of law. The system of source of law in Hungary.
3. System of law. The legal system and its division. The relationship between the branches of law. The layers of law.

4. The concept of norm and legal norm. Concept and structure of legal regulation.
5. The validity of the law. Constitutionalization of the law.
6. Concepts, subjects, subject matter and content of a legal relationship.
7. Concept and stages of law enforcement.
8. The notion of public administration. The role of administration in the state organization.
9. Sources of administrative law.
10. Organization of public administration. The central administration I.
11. The central administration II.
12. Local state administration.
13. Local governments.
14. Personnel of public administration.

12. The frequency of offering the subject/its position in the curriculum of the term: 1. semester

13. Requirements of attendance, acceptable absence, opportunity for making up missed classes: Participation at least on the 75 % of lectures.

14. Term assignments, testing knowledge: Writing essay, seminar work, discussions.

15. The exact conditions of testing knowledge, obtaining signature or credits: The requirement for earning credits are obtaining the signature and passing the exam.

15.1. The exact conditions of obtaining signature: Participation at least on the 75 % of lectures. Essay writing during semester, test.

15.2. Evaluation: Midterm Evaluation (ÉÉ)

15.3. The exact conditions of obtaining credits: The requirement for earning credits are obtaining the signature and passing the exam.

16. Bibliography:

16.1. Compulsory readings:

- Attila Harmathy: Introduction to Hungarian Law. Kluwer Law International B.V., 2019.
- Béla Pokol: The Concept of Law: The Multi-layered Legal System. Rejtjel Edition, 2001.
- Hungarian Public Administration and Administrative Law. András Patyi, Ádám Rixer (ed.) Passau: Schenk Verlag GmbH, 2014. (ISBN: 978-3-944850-12-2)

16.2. Recommended readings:

- The Palgrave Handbook on Decentralisation in Europe. José Manuel Ruano, Marius Profiroriu (ed.) 512. p. Palgrave Macmillan. 2017. pp. 417-441. (ISBN 978-3-319-32436-4 (hbk), ISBN 978-3-319-32437-1 (ebk))
- Sándor, István (ed.): Business Law in Hungary, Patrocinium Kiadó, Budapest, 2016, ISBN: 9789634130802
- Charles Szypszak: Understanding Law for Public Administration, Jones and Barlett Publishers, 2011. ISBN: 9780763780111

Budapest,

Dr. Júlia TÉGLÁSINÉ KOVÁCS PhD, senior lecturer
Signed with her/his own hand

UNIVERSITY OF PUBLIC SERVICE

**Faculty of Public Governance and
International Studies**

CURRICULUM

- 1. Course Code:** ÁKKTE22
- 2. Course title:** Introduction to Political Science
- 3. Credit value and course structure:**
 - 3.1.** 4 credit
 - 3.2.** ratio of lectures and seminars: 0% seminar, 100% lecture
- 4. Name of major(s), specializations (where it is taught):** International Public Management BA
- 5. Name of organizational unit responsible for its education:** Department of Governance and Public Policy
- 6. Name, position, academic degree of tutor responsible for the curriculum:** Dr. Tamás KAISER PhD, associate professor
- 7. Number and types of classes**
 - 7.1.** full number of classes/semester:
 - 7.1.1. Full time course: 28 (28 LEC + 0 SEM)
 - 7.1.2. Part time course: 8 (8 LEC + 0 SEM)
 - 7.2.** weekly number of classes - full time course: 2 (2 LEC + 0 SEM)
 - 7.3.** Further special or unique methods applied throughout of the course:
- 8. The academic content of the subject:**

This course explores systematically the basic issues of political science including political thought, political processes, political structures and political regimes. The course can also be considered as a general introduction to the theoretical approaches and research methods of analyzing domestic and international politics. Throughout the semester decisive political ideas and dominant political ideologies, crucial political actors and institutions are examined, as well as theoretical concepts, governmental- and party-systems. The course discusses how political ideologies interact to explain political and policy outcomes; describes the main features of liberalism, conservatism, and socialism; explores the elements of government, and the mechanisms of governance; discusses the difference between democratic and nondemocratic regimes; explains how different institutional designs of democracy work; brings out the current findings of comparative politics and contemporary issues of international relations.

9. Competences to be achieved:

Knowledge: Is familiar with: the relevance and connections of politics, law, administration, economics, management and security policy in the operation of the state organisation, public administration and particularly international administration; the characteristics of other cultural and political regions, basic knowledge of their countries as well as intercultural knowledge; the role of international negotiations and communication and social media in international relations, and the characteristics of protocol in public service.

Capabilities: Is capable of: interpreting duties, tasks and procedures arising from international connections, membership and other organisational relations and of utilising these in the decision-making procedure of the public service organisation; interpreting and executing strategies at international, European Union related, governmental, sectoral and organisational levels; performing his/her duties adequately at state, private and international organisations that execute

public power or offer public services; creating working hypothesis using his/her theoretical background while being familiar with its methodological background.

Attitude: His/Her personal attitude is characterized by: critical thinking; respect towards other people's opinions while adopting an authentic viewpoint; an openness and sensitivity towards social issues, professional and human solidarity; A commitment to Hungary's interests, social solidarity and equal opportunities, democratic values, the rule of law and the shared values of Europe and the nation - if working for the Hungarian state organisation; a commitment to the goals and interests of the international organisation he/she works for.

Autonomy and responsibility: To organise his/her work and that of his/her inferiors with autonomy, responsibility and respect for official means in line with his/her position in the organisation; to constructively and confidently enforce interests within and outside the organisation, depending on his/her position in the organisation; giving priority to the goals and interests of Hungary or the given international organisation.

10. Required previous studies:

11. The syllabus of the subject:

1. Political Science and Scientific Methods in Studying Politics
2. Key Concepts in Political Science
3. Political Theory
4. Political Ideologies I.: liberalism, conservatism
5. Political Ideologies II.: socialism, communism, fascism
6. Political Ideologies III.: feminism, environmentalism
7. Political Parties and Interest Groups
8. Elections and Electoral Systems
9. Presidential and Parliamentary Systems
10. Democracies and Nondemocracies
11. Government and Governance
12. Comparative Politics I.
13. Comparative Politics II.
14. International Relations: Contemporary Issues

12. The frequency of offering the subject/its position in the curriculum of the term: 1. semester

13. Requirements of attendance, acceptable absence, opportunity for making up missed classes: Students will be bound to attend at least 10 lectures. Thus the acceptable absence totals up to 4 lectures. There is no special opportunity for making up more missed classes.

14. Term assignments, testing knowledge: Written exam.

15. The exact conditions of testing knowledge, obtaining signature or credits: Written or oral exam during the exam period.

15.1. The exact conditions of obtaining signature: The exact condition of obtaining signature is to attend at least 10 lectures (see above).

15.2. Evaluation: exam (K)

15.3. The exact conditions of obtaining credits: The requirement for earning credits are obtaining the signature and passing the exam.

16. Bibliography:

16.1. Compulsory readings:

- Grigsby, Ellen: Analyzing Politics. An Introduction to Political Science, 4th edition, West/Wadsworth. 2009. ISBN: 9780495501121
- Dyck, Rand: Studying Politics. An Introduction to Political Science, 3rd edition, Nelson, Toronto, 2008. ISBN: 0176531481

16.2. Recommended readings:

- David Collier and John Gerring (eds.): Concepts and Methods in Social Science: The Tradition of Giovanni Sartori. Routledge, New York, 2009. ISBN: 9780415775779
- Mintz, Eric et al.: Politics, Power and the Common Good: An Introduction to Political Science. 3rd edition, Person, Toronto, Canada, 2012. ISBN: 9780131384774

Budapest,

Dr. Tamás KAISER PhD, associate professor
Signed with her/his own hand

CURRICULUM

- 1. Course Code:** ÁKINTE04
- 2. Course title:** IT and Information Systems In Public Administration
- 3. Credit value and course structure:**
 - 3.1.** 3 credit
 - 3.2.** ratio of lectures and seminars: 50% seminar, 50% lecture
- 4. Name of major(s), specializations (where it is taught):** International Public Management BA
- 5. Name of organizational unit responsible for its education:** Department of Public Management and Information Technology
- 6. Name, position, academic degree of tutor responsible for the curriculum:** Dr. Péter SASVÁRI
PhD, associate professor
- 7. Number and types of classes**
 - 7.1.** full number of classes/semester:
 - 7.1.1. Full time course: 28 (14 LEC + 14 SEM)
 - 7.1.2. Part time course: 8 (4 LEC + 4 SEM)
 - 7.2.** weekly number of classes - full time course: 2 (1 LEC + 1 SEM)
 - 7.3.** Further special or unique methods applied throughout of the course:
- 8. The academic content of the subject:**

The course provides a systematic overview of the opportunities, IT and social aspects of the online world, as well as the most advanced solutions for information management and knowledge transfer by focusing on the systemic and organizational issues of typical information and communication services. The basic concept of the course is to help students to acquire the function of the hierarchy of data, information and knowledge. It focuses on the complex presentation of data from the aspects of IT, law, security and organizations. The course provides an overview of how information communication technologies (hardware, software, operating systems, application software, networks, mobile devices, etc.) ensure efficient data processing and efficient organization of administrative processes. Students can become familiar with the following typical topics during their practice: web models and trends, the basics of innovation basics, issues of open and closed source systems, network backbone infrastructure, search engines and databases, data mining, web mining, knowledge management, augmented reality, e-learning, the concept of 'knowledge worker', organizational matters of the benefits and dangers of being online.

9. Competences to be achieved:

Knowledge: The correlations between processes influencing the state. The planning, strategic, analytical and management skills necessary for completing high-profile tasks regarding the state. The systematic contexts, theories and the underlying conceptual system regarding the tasks, structure and functioning of the state.

Capabilities: Handling different issues in an interdisciplinary manner establishing a synthesis characteristic to the concepts of public governance.

Attitude: An intention to apply the comprehensive knowledge acquired systematically. Possessing the skills to recognize and handle problems competently.

Autonomy and responsibility: He/she is capable of carrying out comprehensive and complex tasks on his/her own initiative. He/she is capable of self-monitoring. He/she puts forward suggestions.

10. Required previous studies:

11. The syllabus of the subject:

1. Hierarchy of data, information, knowledge. Big Data and IoT. Matters of using embedded devices, sensors.
2. Administrative data assets, data management I. IT, legal and social issues in the organization of data and records. Data protection and freedom of information (personal data, open data, public data). Database management and interoperability.
3. Administrative data assets, data management II. Overview of administrative databases and records. Public service "application markets".
4. The concept and overview of information systems in public administration. IT basics and infrastructure.
5. Identification solutions. Electronic identification as a key element of services (eID, electronic signature, authentication).
6. Információrendszer architektúrák a közszolgálat különböző területein. (Information system architectures in various fields of public service.)
7. E-business, e-government. Systems and process management of e-public services (applications and infrastructure).
8. Service models. Processes, control, automation. Multi-channel service and process models (CRM analogies) (Applications and infrastructure.)
9. Decision support systems in public administration.
10. Artificial intelligence in public administration.
11. The application of disruptive technologies (fintech, blockchain, etc.) in public administration.
12. The social and economic challenges of ICT and its international environment.
13. The issue of strategic development of administrative information systems.
14. Midterm report.

12. The frequency of offering the subject/its position in the curriculum of the term: 4. semester

13. Requirements of attendance, acceptable absence, opportunity for making up missed classes: The attendance of 75% in every lecture and exercise (seminar).

14. Term assignments, testing knowledge: Written exam during the exam period.

15. The exact conditions of testing knowledge, obtaining signature or credits: Written exam. 88-100% Very Good; 76-87% Good; 63-75% Satisfactory or Mediocore; 51-62% Pass or Sufficient; 0 - 50% Fail or Insufficient

15.1. The exact conditions of obtaining signature: The attendance of 75% in every lecture and exercise (seminar). And at least a sufficient grade. Successful written exam.

15.2. Evaluation: exam (K)

15.3. The exact conditions of obtaining credits: The requirement for earning credits are obtaining the signature and passing the exam.

16. Bibliography:

16.1. Compulsory readings:

- Laudon, Jane P. Management Information Systems: Managing the Digital Firm, Global Edition, 15th Edition. Pearson (Intl), 2018. ISBN: 978129211756
- Reddick, Christopher G.: Public Administration and Information Technology, Jones & Bartlett Learning, 2011. ISBN: 9780763784607

16.2. Recommended readings:

- Holzer, Marc- Manoharan, Aroon P.- Melitski, James: E-Government and Information Technology Management: Concepts and Best Practices, Melvin & Leigh, 2018. ISBN: 9780999235959
- Howells. John: The Management of Innovation & Technology, SAGE Publications Ltd, 2010. ISBN: 9780761970248

Budapest,

Dr. Péter SASVÁRI PhD, associate professor
Signed with her/his own hand

UNIVERSITY OF PUBLIC SERVICE

**Faculty of Public Governance and
International Studies**

CURRICULUM

- 1. Course Code:** ÁISZLB203
- 2. Course title:** LSP I. - Governance Systems
- 3. Credit value and course structure:**
 - 3.1.** 2 credit
 - 3.2.** ratio of lectures and seminars: 100% seminar, 0% lecture
- 4. Name of major(s), specializations (where it is taught):** International Public Management BA
- 5. Name of organizational unit responsible for its education:** Department of Foreign and Specialized Languages
- 6. Name, position, academic degree of tutor responsible for the curriculum:** Zsuzsanna NAGY
- 7. Number and types of classes**
 - 7.1.** full number of classes/semester:
 - 7.1.1. Full time course: 56 (0 LEC + 56 SEM)
 - 7.1.2. Part time course: 16 (0 LEC + 16 SEM)
 - 7.2.** weekly number of classes - full time course: 4 (0 LEC + 4 SEM)
 - 7.3.** Further special or unique methods applied throughout of the course:
- 8. The academic content of the subject:**

The course aims to provide students with the relevant vocabulary and context of governance through the examples of the English-speaking countries. Students become familiar with the vocabulary of constitutions, power branches, forms of government or problems in the 21st century as well as many other topics. Besides expanding their vocabulary, students improve their reading, writing, speaking and listening skills in particular.
- 9. Competences to be achieved:**

Knowledge: The comprehensive synthesis of the complex knowledge of the state. The professional language of public administration, public service and certain characteristics of the professional language of the European Union. His/her foreign language skills improve regarding the topics mentioned above.

Capabilities: Adopting a professional and complex approach to models and techniques of governance. Working in an international and multicultural environment. Efficient oral and written communication about professional topics at his/her workplace in foreign languages.

Attitude: An intention to apply the comprehensive knowledge acquired systematically, in a foreign environment as well. He/she becomes open to professional discourses in a foreign language as well.

Autonomy and responsibility: He/she feels responsible for the outcomes of public activities.
- 10. Required previous studies:**
- 11. The syllabus of the subject:**
 1. Introduction
 2. Forms of government
 3. Administrative systems
 4. The constitution

5. Leading world powers; the executive power
6. Political parties, party systems
7. Elections and electoral systems
8. Test I. Unit 1-7
9. Legislation, decision-making
10. The legislative process
11. Globalization and environmental protection
12. Social problems
13. Armed conflicts
14. Test II. Unit 9-13

12. The frequency of offering the subject/its position in the curriculum of the term: 4. semester

13. Requirements of attendance, acceptable absence, opportunity for making up missed classes: Students are required to participate in 75% of the classes. In case of temporary/permanent absence (for medical or professional reasons), the teacher consults with the absentees individually. If students miss more than 25% of the classes for any other reasons, they are not entitled to obtain a signature.

14. Term assignments, testing knowledge: Two in-class tests (due date in the syllabus); one presentation (2-10 minutes, topic to be checked with the teacher. Topics: included in the syllabus; date: according to syllabus.); term mark (1-5): 50% pass 60% satisfactory 75% good, 90% excellent; mis

15. The exact conditions of testing knowledge, obtaining signature or credits: Term mark (GYJ): (1-5) / 50% pass 60% satisfactory 75% good, 90% excellent; In-class tests account for 35-35%, presentation for 30% of the term mark

15.1. The exact conditions of obtaining signature: Participation in 75% of the classes (minimum); taking two in-class tests; holding one presentation

15.2. Evaluation: term mark (GYJ)

15.3. The exact conditions of obtaining credits: The requirement for earning credits are obtaining the signature and passing the exam.

16. Bibliography:

16.1. Compulsory readings:

- Peter Bromhead: Life in Modern Britain, Longman, 1993, ISBN: 0582036429
- Peter Bromhead: Life in Modern America, Longman, 1988, ISBN: 0582018382

16.2. Recommended readings:

- John L. Irwine: Modern Britain, Routledge, 2005. ISBN: 0415095638

Budapest,

Zsuzsanna NAGY
Signed with her/his own hand

UNIVERSITY OF PUBLIC SERVICE

**Faculty of Public Governance and
International Studies**

CURRICULUM

1. Course Code: ÁISZLB204

2. Course title: LSP II. - International Relations

3. Credit value and course structure:

3.1. 2 credit

3.2. ratio of lectures and seminars: 100% seminar, 0% lecture

4. Name of major(s), specializations (where it is taught): International Public Management BA

5. Name of organizational unit responsible for its education: Department of Foreign and Specialized Languages

6. Name, position, academic degree of tutor responsible for the curriculum: Zsuzsanna NAGY

7. Number and types of classes

7.1. full number of classes/semester:

7.1.1. Full time course: 56 (0 LEC + 56 SEM)

7.1.2. Part time course: 16 (0 LEC + 16 SEM)

7.2. weekly number of classes - full time course: 4 (0 LEC + 4 SEM)

7.3. Further special or unique methods applied throughout of the course:

8. The academic content of the subject:

This course makes students familiar with the specialized language and terminology of international communication based on such topics as international organizations, developing countries or globalization. Besides expanding their vocabulary, students improve their reading, writing, speaking and listening skills.

9. Competences to be achieved:

Knowledge: The history, systematization and functioning of international organizations. The characteristics of other cultural and political regions, basic knowledge of their countries as well as intercultural knowledge. His/her foreign language skills improve regarding the topics mentioned above.

Capabilities: Understanding the history of diplomatic institutions and the aspects of the administration of Hungarian foreign affairs. Communicating efficiently in public service, using effective negotiation and cooperation techniques and maintaining a case- and client-centred approach. Working in an international and multicultural environment. Efficient oral and written communication at his/her workplace in foreign languages.

Attitude: He/she is open and receptive to, and interested in the history and current structure of the administration of Hungarian foreign affairs.

A commitment to the goals and interests of the international organisation he/she works for. He/she becomes open to professional discourses in a foreign language as well.

Autonomy and responsibility: He/she recognizes the logic of management and leadership within the organization system.

10. Required previous studies: LSP I. - Governance systems (ÁISZLB203)

11. The syllabus of the subject:

1. International organizations and institutions (their roles, functions and characteristics)
2. The role of leading world powers
3. International relations of target countries
4. Hungary on the international stage
5. Emerging and rising economies (their roles and impact on international politics)
6. International aspects of environmental protection
7. Test I. Unit 1-6
8. Population and migration (demographics and migrations)
9. Human rights and minority rights
10. International conflicts, security and defence policy
11. Conflict areas, international terrorism
12. International and intercultural communication (the relation between media and politics/diplomacy)
13. Political and economic powers in certain regions
14. Test II. Unit 8-13

12. The frequency of offering the subject/its position in the curriculum of the term: 5. semester

13. Requirements of attendance, acceptable absence, opportunity for making up missed classes: Students are required to participate in 75% of the classes. In case of temporary/permanent absence (for medical or professional reasons), the teacher consults with the absentees individually. If students miss more than 25% of the classes for any other reasons, they are not entitled to obtain a signature.

14. Term assignments, testing knowledge: Two in-class tests / due date in the syllabus; one presentation (2-10 minutes, topic to be checked with the teacher. Topics: included in the syllabus; date: according to syllabus.); term mark (1-5) / 50% pass 60% satisfactory 75% good, 90% excellent; missed tests to be taken one week after the original date

15. The exact conditions of testing knowledge, obtaining signature or credits: Term mark(GYJ): (1-5) / 50% pass 60% satisfactory 75% good, 90% excellent; In-class tests account for 35-35%, presentation for 30% of the term mark

15.1. The exact conditions of obtaining signature: Participation in 75% of the classes (minimum); taking two in-class tests; holding one presentation

15.2. Evaluation: term mark (GYJ)

15.3. The exact conditions of obtaining credits: The requirement for earning credits are obtaining the signature and passing the exam.

16. Bibliography:

16.1. Compulsory readings:

- Bogár Judit, Erdei József, Robert Thiessen: Expanding Horizons. Lexika Kiadó, 2018. ISBN: 9786155200823.
- Bogár Judit, Erdei József, Robert Thiessen: Crossing Borders, Lexika Kiadó, 2015. ISBN: 9786155200304

16.2. Recommended readings:

- Ajkay-Nagy Éva, Robin Bellers: Opening Horizons. Lexika Kiadó, 2018. ISBN: 9786155200830

Budapest,

Zsuzsanna NAGY
Signed with her/his own hand

CURRICULUM

1. Course Code: ÁNKDE04

2. Course title: Migration as a Security Challenge

3. Credit value and course structure:

3.1. 3 credit

3.2. ratio of lectures and seminars: 100% seminar, 0% lecture

4. Name of major(s), specializations (where it is taught): International Public Management BA

5. Name of organizational unit responsible for its education: Department of International Relations and Diplomacy

6. Name, position, academic degree of tutor responsible for the curriculum: Dr. Mónika SZENTE-VARGA PhD, associate professor

7. Number and types of classes

7.1. full number of classes/semester:

7.1.1. Full time course: 28 (0 LEC + 28 SEM)

7.1.2. Part time course: 8 (0 LEC + 8 SEM)

7.2. weekly number of classes - full time course: 2 (0 LEC + 2 SEM)

7.3. Further special or unique methods applied throughout of the course:

8. The academic content of the subject:

Students will get to know the most important migration theories, and should get familiar with the potential political, social, economic and security impacts of international migration on countries of origin, transit and destination. Students must be aware of the complexity of the migratory phenomenon.

9. Competences to be achieved:

Knowledge: Students are familiar with the political, economic, social and security aspects of the processes of international migration. Students are familiar with all the necessary professional concepts related to international migration.

Capabilities: Creating working hypothesis using his/her theoretical background while being familiar with its methodological background. Working in an international and multicultural environment.

Attitude: Respect towards other people's opinions while adopting an authentic viewpoint. Critical thinking. An openness and sensitivity towards social issues, professional and human solidarity.

Autonomy and responsibility: To constructively and confidently enforce interests within and outside the organisation, depending on his/her position in the organisation; giving priority to the goals and interests of Hungary or the given international organisation.

10. Required previous studies:

11. The syllabus of the subject:

1. Definitions of Migration. Migration Studies. Sources for investigating migration
2. Theories of Migration.
3. Past and Present of International Migration: numbers and characteristics

4. Europe as a place of emigration
5. Europe as a place of immigration
6. Intracontinental migration in Europe
7. Hungary and international migration flows
8. Policy Frameworks: Controlling Irregular Flows
9. Protecting Refugees
10. Migration and Climate Change
11. Migration and Security
12. Diasporas, Intergration and Citizenship
13. End-term test
14. Evaluatin

12. The frequency of offering the subject/its position in the curriculum of the term: 4. semester

13. Requirements of attendance, acceptable absence, opportunity for making up missed classes: 75% attendance. The making up for missed classes is coordinated by the course instructor, and is based on material deposited in the moodle system.

14. Term assignments, testing knowledge: Oral presentation

15. The exact conditions of testing knowledge, obtaining signature or credits: A final mark can be obtained upon signature (minimum attendance and oral presentation) and successful in-class test (min 60%). Oral presentations should last appr. 10 minutes. Should be accompanied by projection and could contain exercises. Topics for oral presentation are handed out during the first class. Evaluation is based upon academic content, sources and quality of presentation. the in-class exam takes place on the last but one week of the semester. It is based on course content and obligatory reading. Evaluation: below 60%: insufficient, 60-69%: sufficient, 70-79%: medium, 80-89%: good, 90% or above: excellent. Course mark: 45% oral presentation, 45% in-class test, 10% classwork. Marks: below 60%: fail, 60-69%: sufficient, 70-79%: medium, 80-89%: good and 90% or above: excellent. If someone is sick on the day of the in-class exam, he or she can write it during the last week of the semester.

15.1. The exact conditions of obtaining signature: 75% attendance and oral presentation.

15.2. Evaluation: term mark (GYJ)

15.3. The exact conditions of obtaining credits: The requirement for earning credits are obtaining the signature and passing the exam.

16. Bibliography:

16.1. Compulsory readings:

- Saux, M. S.: Immigraton and Terrorism: A Constructed Connection, *European Journal on Criminal Policy and Research* 13 (1-2), 2007. doi 10.1007/s10610-006-9031-2
- Bourbeau, P.: Migration, Resilience and Security: Responses to New Inflows of Asylum Seekers and Migrants, *Journal of Ethnic and Migration Studies* 41(12), 2015. doi 10.1080/1369183X.2015.1047331

16.2. Recommended readings:

- Kalicki, K.: Fearful states: the migration-security nexus in Northeast Asia, *The Pacific Review*, 2020. pp. 1-31. doi: 10.1080/09512748.2020.1806914G.
- Bigo, D.: 'Security and Immigration: Toward a Critique of the Governmentality of Unease', *Alternatives*, 27 (Special Issue), 2020.
- Fine, S. and Torreblanca, J. I.: Border Games: Has Spain Found an Answer to the Populist Challenge on Migration?, *Policy Brief, ECFR/296*, 2019.
- Molnár, A. and Szente-Varga, M.: Europeanised or Sovereignist Approach to Tackle Irregular Immigration in Southern Europe. *International Journal of Euro-Mediterranean Studies* 13(1) 2020.

Budapest,

Dr. Mónika SZENTE-VARGA PhD, associate professor
Signed with her/his own hand

CURRICULUM

- 1. Course Code:** ÁKPTE02
- 2. Course title:** Public Finance Studies
- 3. Credit value and course structure:**
 - 3.1.** 4 credit
 - 3.2.** ratio of lectures and seminars: 0% seminar, 100% lecture
- 4. Name of major(s), specializations (where it is taught):** International Public Management BA
- 5. Name of organizational unit responsible for its education:** Department of Public Finances
- 6. Name, position, academic degree of tutor responsible for the curriculum:** Dr. Györgyi NYIKOS PhD, associate professor
- 7. Number and types of classes**
 - 7.1.** full number of classes/semester:
 - 7.1.1. Full time course: 28 (28 LEC + 0 SEM)
 - 7.1.2. Part time course: 8 (8 LEC + 0 SEM)
 - 7.2.** weekly number of classes - full time course: 2 (2 LEC + 0 SEM)
 - 7.3.** Further special or unique methods applied throughout of the course:
- 8. The academic content of the subject:**

The module covers the concept, structure and fundamental rules of public finance. Based on accounting principles, the module examines aspects of the operation of public finance relating to accounting (expenses, revenue, deficit, financing), organization of public finance (budgetary authorities, local governments), structure of budgets of the central government and local governments and the process of their planning and ratification. Students are also introduced to the rules on budget implementation and monitoring, its institutional structure, the European Economic Government and budgetary rules of the EU, management of state debt and the discharge procedures within the sub-systems of public finance. The module closes with an introduction to the information system of public finance.
- 9. Competences to be achieved:**

Knowledge: Obtain a good understanding of the theoretical framework of public finance. Familiarise with the basic concepts and methods for public finance management.

Capabilities: Capable of employing relevant principles, adequate tools and techniques throughout the budgeting lifecycle to accomplish tasks and resolve problems.

Attitude: Obtain behavioural skills essential to efficient and effective public finance management; openness for a goal-oriented approach and team work.

Autonomy and responsibility: To organise his/her work and that of his/her inferiors with autonomy, responsibility and respect for official means in line with his/her position in the organisation.
- 10. Required previous studies:**

11. The syllabus of the subject:

1. Development of the international and EU financial system
2. EU economic governance and public finance management
3. Sustainable budget and fiscal rules
4. Budgeting and accounting
5. Implementation of the budget
6. Financial control
7. Responsible budget management, error, fraud, irregularity
8. Public financial organizations
9. Public finance and public procurement
10. Summary

12. The frequency of offering the subject/its position in the curriculum of the term: 2. semester

13. Requirements of attendance, acceptable absence, opportunity for making up missed classes:

A student is required to attend 75% of the classes. Consequently, accepted absence rate is 25%. In case a student cannot be present in the requested range of classes, he/she will coordinate with the responsible person to evidence the reasons for absence, the modalities of catching up of the missed classes.

14. Term assignments, testing knowledge: A signature is dependent on participation and active work during classes.

15. The exact conditions of testing knowledge, obtaining signature or credits: Active participation in the classes as defined under section 13, satisfactory accomplishment of team work and assignments as described under session 14

15.1. The exact conditions of obtaining signature: A signature is dependent on participation and active work during classes.

15.2. Evaluation: exam (K)

15.3. The exact conditions of obtaining credits: The requirement for earning credits are obtaining the signature and passing the exam.

16. Bibliography:

16.1. Compulsory readings:

- European Union Public Finance 5th edition, Európai Bizottság, 2014. ISBN: 978927935004
- Gruber, Jonathan: Public Finance and Public Policy, Worth Publishers, 2015. ISBN: 9781464143335

16.2. Recommended readings:

- Stiglitz, J. E.: Economics of the Public Sector, W. W. Norton & Company, 2015. ISBN: 9780393925227
- Nyikos Györgyi: Schuldenregeln als goldener Weg zur Haushaltskonsolidierung in der EU?: Fiskal-regeln als Instrumente für einen nachhaltigen Haushalt in Ungarn In: rof Dr Martina Eckardt; Dr Zoltán Tibor Pállinger Nomos Verlagsgesellschaft, 2013. ISBN:9783848700721
- Nyikos-Ermasova: Public Capital Budgeting: Cases of Germany, Hungary and the USA, Public Budgeting & Finance, 2020.

Budapest,

Dr. Györgyi NYIKOS PhD, associate professor
Signed with her/his own hand

CURRICULUM

1. Course Code: ÁEKMTE03

2. Course title: Public Law of the European Union

3. Credit value and course structure:

3.1. 3 credit

3.2. ratio of lectures and seminars: 0% seminar, 100% lecture

4. Name of major(s), specializations (where it is taught): International Public Management BA

5. Name of organizational unit responsible for its education: Department of European Public and Private Law

6. Name, position, academic degree of tutor responsible for the curriculum: Dr. László SZEGEDI PhD, senior lecturer

7. Number and types of classes

7.1. full number of classes/semester:

7.1.1. Full time course: 28 (14 LEC + 14 SEM)

7.1.2. Part time course: 8 (4 LEC + 4 SEM)

7.2. weekly number of classes - full time course: 2 (1 LEC + 1 SEM)

7.3. Further special or unique methods applied throughout of the course: History of European Integration and the Institutions of the EU

8. The academic content of the subject:

The subject of the course is the public law of the European Union. This refers to the the legal framework and regulatory aspects of the European Union. The subject is further dedicated to the competences and functioning of the EU as well as the EU institutions from a static (structure and competences), dynamic (institutional activities and interinstitutional relations) and specific (EU law special hybrid nature and basics of the internal market) approach.

9. Competences to be achieved:

Knowledge: The history of the European Union, its institutions, legislation, decision-making processes, foreign relations and policies.

Capabilities: Interpreting and executing strategies at international, European Union related, governmental, sectoral and organisational levels.

Attitude: A commitment to Hungary's interests, social solidarity and equal opportunities, democratic values, the rule of law and the shared values of Europe and the nation - if working for the Hungarian state organisation.

Autonomy and responsibility: To organise his/her work and that of his/her inferiors with autonomy, responsibility and respect for official means in line with his/her position in the organisation.

10. Required previous studies:

11. The syllabus of the subject:

1. Introduction – Aims and Definition of Law
2. Sources of Law, Legislation, Law Enforcement
3. National Law, International Law, EU Law
4. History of and Contemporary State of European Integration
5. Competences Values and Principles of the EU
6. Institutions of the EU I
7. Institutions of the EU II
8. Sources of EU Law
9. Legislation and decision making in the EU
10. Enforcement and Implementation of EU Law
11. Human Rights in the EU
12. EU Citizenship
13. Internal Market and Fundamental Freedoms
14. EU Competition Law

12. The frequency of offering the subject/its position in the curriculum of the term: 2. semester

13. Requirements of attendance, acceptable absence, opportunity for making up missed classes:

Attendance at lectures is an obligatory. Students are obliged to attend at least 75% of the lectures. Above 25% of non-attendance means that the student has to complete a task which is determined by the lecturer of the subject.

14. Term assignments, testing knowledge: Lectures: Class contact teaching; Assignments individually: class participation, active contribution to the course work

15. The exact conditions of testing knowledge, obtaining signature or credits: The requirement for earning credits are obtaining the signature and passing the exam (K).

15.1. The exact conditions of obtaining signature: Participation in at least 75% of the lectures is required to get a signature.

15.2. Evaluation: exam (K)

15.3. The exact conditions of obtaining credits: The requirement for earning credits are obtaining the signature and passing the exam.

16. Bibliography:

16.1. Compulsory readings:

- Robert Schütze: An Introduction to EU Law, 2nd edition, Cambridge University Press, 2015. ISBN: 9781107530324
- Paul Craig - Gráinne de Búrca: EU Law - Text, Cases and Materials, Oxford University Press, 2020. ISBN: 9780198856641

16.2. Recommended readings:

- Robert Schütze: European Constitutional Law, 2nd edition, Cambridge University Press, 2015. ISBN: 9781316503942
- Damine Chalmers - Gareth Davies - Giorgio Monti: European Union Law, Cambridge University Press, 2015. ISBN: 9781107664340

Budapest,

Dr. László SZEGEDI PhD, senior lecturer
Signed with her/his own hand

CURRICULUM

- 1. Course Code:** ÁKINTE01
- 2. Course title:** Public Management
- 3. Credit value and course structure:**
 - 3.1.** 3 credit
 - 3.2.** ratio of lectures and seminars: 0% seminar, 100% lecture
- 4. Name of major(s), specializations (where it is taught):** International Public Management BA
- 5. Name of organizational unit responsible for its education:** Department of Public Management and Information Technology
- 6. Name, position, academic degree of tutor responsible for the curriculum:** Dr. Emese BELÉNYESI PhD, associate professor
- 7. Number and types of classes**
 - 7.1.** full number of classes/semester:
 - 7.1.1. Full time course: 28 (28 LEC + 0 SEM)
 - 7.1.2. Part time course: 8 (8 LEC + 0 SEM)
 - 7.2.** weekly number of classes - full time course: 2 (2 LEC + 0 SEM)
 - 7.3.** Further special or unique methods applied throughout of the course:
- 8. The academic content of the subject:**

Course demonstrates how organizational and management work is influenced by the particularities of public administration organizations and the role of the leaders in the strategic and efficient management of organizations. The conceptual system of organization and management as well as practical issues of modern management will be processed.
- 9. Competences to be achieved:**

Knowledge: Student knows the different models of management and can interpret these in the framework of contingency theory.

Capabilities: Student understands and is able to use the conceptual system of organization and leadership; is aware of the different trends in management. Understands organizational phenomena and processes and applies modern management practices in the environment of the public administration.

Attitude: Student supports organizational goals, attaches importance to the efficient and effective operation of the organization.

Autonomy and responsibility: Student feels responsible for his/her work and the mission of the organization, and is able to work independently or to manage the activity of others.
- 10. Required previous studies:**
- 11. The syllabus of the subject:**
 1. Introduction: basic concepts of leadership, theory of contingency.
 2. Management activities and functions: (1) strategy development, (2) organization (structure planning, process management, workflow management), (3) organizational behavior, (4) control.

3. Strategy development, strategy of public administration organizations.
4. Management: structure planning, structure of public administration organizations.
5. Management: process management, management of administrative processes.
6. Management: workflow management, task management of public administration.
7. Organizational behavior: organizational culture in public administration.
8. Organizational behavior: motivation in public administration.
9. Organizational behavior: leadership style and roles in public administration.
10. Organizational behavior: organizational communication and conflict management in public administration.
11. Organizational behavior: organizing and leading groups in public administration.
12. Control: performance of organizations in public administrations.
13. Leadership career in public administration.
14. Conclusions.

12. The frequency of offering the subject/its position in the curriculum of the term: 3. semester

13. Requirements of attendance, acceptable absence, opportunity for making up missed classes:

Two missed occasions are tolerated. Attendance is otherwise obligatory. In case of students exempted for any reason from under attendance, the accomplishment of a successful oral examination from the literature plus the submission of a home assignment in the form of a 10-page article-style essay (following APA7 requirements) before the end of the education weeks is expected.

14. Term assignments, testing knowledge: Course assignment, tests, oral and/or written examination as defined by the instructor. Following APA7 standards is expected and highly advisable.

15. The exact conditions of testing knowledge, obtaining signature or credits: Active participation and attendance: max. 28 points. In-class tests, small tasks, homework etc.: 1-5 points each. Own solutions for cases etc.: 1-10 points each. Home assignment: max. 60 points. If a student has collected fewer than 61 points in the course of the education weeks, s/he may request an oral examination (0-20 points) to avoid failing the course. Grades: 0-60 points FAIL (F or 1); 61-70 points: PASS (D or 2); 71-80 points: AVERAGE (C or 3); 81-90 points: GOOD (B or 4); 91-100 points: EXCELLENT (A or 5).

15.1. The exact conditions of obtaining signature: Attendance plus on-time submission of the home assignment/essay. Home assignment topics will be provided by the instructor.

15.2. Evaluation: term mark (GYJ)

15.3. The exact conditions of obtaining credits: The requirement for earning credits are obtaining the signature and passing the exam.

16. Bibliography:

16.1. Compulsory readings:

- Philippa Anderson (ed.): How Management Works. The Concepts visually explained. DK Publishing, New York, 2020. ISBN: 9781465492319
- Tony Bovaird – Elke Löffler (ed.): Public Management and Governance. Routledge, London, 2016. ISBN: 0203634217

16.2. Recommended readings:

- Gillian Andrews (ed.): The Essential Manager's Handbook. DK Publishing, New York, 2016. ISBN: 9781465454683
- Owen E. Hughes: Public Management and Administration. An Introduction. ST. MARTIN'S PRESS INC., USA. 1998. ISBN 9780312217761
- John J. Gargan (ed.): Handbook of State Government Administration. Marcel Dekker Inc., USA. 2000. ISBN: 0824776607

Budapest,

Dr. Emese BELÉNYESI PhD, associate professor
Signed with her/his own hand

UNIVERSITY OF PUBLIC SERVICE

**Faculty of Public Governance and
International Studies**

CURRICULUM

1. Course Code: ÁKKTE23

2. Course title: State and Governance

3. Credit value and course structure:

3.1. 4 credit

3.2. ratio of lectures and seminars: 0% seminar, 100% lecture

4. Name of major(s), specializations (where it is taught): International Public Management BA

5. Name of organizational unit responsible for its education: Department of Governance and Public Policy

6. Name, position, academic degree of tutor responsible for the curriculum: Dr. Norbert KIS
PhD, professor

7. Number and types of classes

7.1. full number of classes/semester:

7.1.1. Full time course: 28 (28 LEC + 0 SEM)

7.1.2. Part time course: 8 (8 LEC + 0 SEM)

7.2. weekly number of classes - full time course: 2 (2 LEC + 0 SEM)

7.3. Further special or unique methods applied throughout of the course:

8. The academic content of the subject:

History of Central Eastern European and Hungarian politics, states and constitutions, development of law and public governance in Hungary (XIX-XXth) political history of 1945- 1989 in CEE political changes and constitutional challenges in 1989-1990 in Hungary different models of state and government roles of the state and functions of government, values and performance of modern public governance, multi-level and forms of new governance, good administration and digitalisation

9. Competences to be achieved:

Knowledge: Comprehensive knowledge on the development of national states, its historical models, evolution of constitutions and public governance, democratic values of public affairs, legal framework of governments, recent challenges current governments face and possible actions as toolkits of good governance

Capabilities: Strategic thinking in terms of global, regional and national scales, systems and comprehensive approach, complexity management and network thinking

Attitude: Open and critical attitude, collaboration, sense of responsibility, ambition and courage, intuition and creativity,

Autonomy and responsibility: Development of sense of responsibility and trust, balance between loyalty and autonomy, constructively and confidently enforce interests within and outside the organisation, depending on his/her position in the organisation; giving priority to the goals and interests of Hungary or the given international organisation.

10. Required previous studies:

11. The syllabus of the subject:

1. Modern history of Central Eastern European
2. Modern history of Hungarian politics,
3. Evolution of states and constitutions,
4. Development of law and public governance in Hungary (XIX-XXth)
5. Political history of 1945- 1989 in CEE
6. Political changes and constitutional challenges in 1989-1990 in Hungary
7. Different models of state and government
8. Roles of the state and functions of government,
9. Values and performance of modern public governance,
10. Multi-level and forms of new governance,
11. Good administration and digitalisation

12. The frequency of offering the subject/its position in the curriculum of the term: 2. semester

13. Requirements of attendance, acceptable absence, opportunity for making up missed classes:
Requirements of attendance: 70%, acceptable absence 30%, opportunity for making up missed classes: paper-work based on individual researches

14. Term assignments, testing knowledge: Written final exam, questionnaire

15. The exact conditions of testing knowledge, obtaining signature or credits:

15.1. The exact conditions of obtaining signature: 70% attendance

15.2. Evaluation: exam (K)

15.3. The exact conditions of obtaining credits: The requirement for earning credits are obtaining the signature and passing the exam.

16. Bibliography:

16.1. Compulsory readings:

- State and Governance Reader - A selection of distinguished publications (2021)

16.2. Recommended readings:

- Recommended Readers/Publications (2021)

Budapest,

Dr. Norbert KIS PhD, professor
Signed with her/his own hand

CURRICULUM

- 1. Course Code:** ÁKPTE01
- 2. Course title:** Statistics
- 3. Credit value and course structure:**
 - 3.1.** 4 credit
 - 3.2.** ratio of lectures and seminars: 67% seminar, 33% lecture
- 4. Name of major(s), specializations (where it is taught):** International Public Management BA
- 5. Name of organizational unit responsible for its education:** Department of Public Finances
- 6. Name, position, academic degree of tutor responsible for the curriculum:** Dr. Tamás LAPOSA
PhD, junior lecturer
- 7. Number and types of classes**
 - 7.1.** full number of classes/semester:
 - 7.1.1. Full time course: 42 (14 LEC + 28 SEM)
 - 7.1.2. Part time course: 12 (4 LEC + 8 SEM)
 - 7.2.** weekly number of classes - full time course: 3 (1 LEC + 2 SEM)
 - 7.3.** Further special or unique methods applied throughout of the course:
- 8. The academic content of the subject:**

The main objective of the subject is to get the students acquainted with the statistical tools used in social science and public administration on an elementary level. The course deals with the descriptive and mathematical statistical methods and introduces the main institutions of the national and international statistical institutional system. The course gives an insight into the research methods of statistical data collection, sampling and quantitative research applications. Students will learn the basics of the usage of SPSS as well.)
- 9. Competences to be achieved:**

Knowledge: Is familiar with the fundamental methods and applications of statistics. Is familiar with the main institutional framework and information sources of statistics.

Capabilities: Preparing managerial decisions and taking an active part in the decision-making process; making realistic judgment based on information processed; and making professional proposals. Using databases most commonly used in public administration in a fast, accurate, efficient and reliable way. Creating working hypothesis using his/her theoretical background while being familiar with its methodological background. Solving their professional tasks in an effective way and making well established decisions as leaders supported with statistical measures. Obtaining such experience and ability with which they are able to reveal and understand complicated interrelations.

Attitude: An openness for both team work and individual work and a process-oriented approach. Critical thinking. Making decisions are supported with statistical data.

Autonomy and responsibility: To organise his/her work and that of his/her inferiors with autonomy, responsibility and respect for official means in line with his/her position in the organisation. Having developed mathematical, logical, cognitive and problem-solving competences by obtained statistical knowledge.

10. Required previous studies:

11. The syllabus of the subject:

1. The field of statistics and its role in social science and public administration
2. Measures of central tendency: mode, median, mean, range, standard deviation
3. Visual tools: graphs, charts, histograms
4. Two-way tables: organizing and interpreting two-way tables
5. Test
6. Correlation: interpreting relationships between variables
7. Regression analysis: equation, linear regression
8. Hungarian Central Statistical Office, Official Statistical Service, European Statistical System, international statistical offices
9. System of data collection and data supplying methods in public administration
10. Statistical sampling, quantitative and qualitative research methods
11. Common statistical mistakes
12. Using SPSS for statistics I.: entering and transforming data, graph and chart building
13. Using SPSS for statistics II.: descriptive statistics, showing relationships between variables
14. Test

12. The frequency of offering the subject/its position in the curriculum of the term: 3. semester

13. Requirements of attendance, acceptable absence, opportunity for making up missed classes:

To obtain a signature, full time students shall be present on 75% of the seminars at least. The number of acceptable missed seminars is 4 (in case of more missed seminars the signature will be denied). Missed seminars can be substituted by attending the seminar of another student group the same week. The attendance of seminars is not compulsory for part time students.

14. Term assignments, testing knowledge: Full time students shall complete two term test in order to have a term mark. Term tests contain analytical, computational exercises and theoretical assignments (based on the topics covered by the lectures and seminars prior to the test). Students can obtain maximum 50 scores at each test. Term tests will be based on the lectures and the content of the compulsory readings as well as the exercises done during the seminars. Full time students can make presentations during the seminars or submit written assignments to obtain extra scores (maximum 10). The total number of scores obtainable per term is 110. The term mark depends on the number of scores obtained during the term. Students can have a term mark according to the following evaluation criteria: from 45 scores = pass, from 60 scores = satisfactory, from 75 scores = good, from 90 scores = excellent. Those student who cannot obtain a term mark or those who are not satisfied with the term mark can make a written test during the examination period. The test covers the complete syllabus of the term and students can obtain scores between 0 and 100. The exam mark will be given according to the evaluation criteria above. Part time students shall make a written test during the examination period. The test covers the complete syllabus of the term and students can obtain scores between 0 and 100. The exam mark will be given according to the evaluation criteria above.

15. The exact conditions of testing knowledge, obtaining signature or credits: The condition of obtaining a term mark is the completion of the two term tests with at least a pass mark. The form of the term tests and the eventual exam is written. Term tests will be based on the lectures and the content of the compulsory readings as well as the exercises done during the seminars. The condition of obtaining credits is the obtaining of a signature and a mark.

15.1. The exact conditions of obtaining signature: The exact condition of obtaining signature is the attendance of seminars according to the limits set above.

15.2. Evaluation: term mark (GYJ)

15.3. The exact conditions of obtaining credits: The requirement for earning credits are obtaining the signature and passing the exam.

16. Bibliography:

16.1. Compulsory readings:

- Andrea Györfyné Kukoda: Public administration statistics, Dialóg Campus, Budapest, 2019, ISBN: 9786155920028
- Earl Babbie: The practice of social research, Cengage Learning, US, 2013. ISBN: 9781133050094

16.2. Recommended readings:

- Deborah Rumsey, PhD: Statistics essentials, Wiley, US, 2010, ISBN: 9780470618394

Budapest,

Dr. Tamás LAPOSA PhD, junior lecturer
Signed with her/his own hand

UNIVERSITY OF PUBLIC SERVICE

**Faculty of Public Governance and
International Studies**

CURRICULUM

- 1. Course Code:** ÁKPTE03
- 2. Course title:** Strategic Management and Project Management
- 3. Credit value and course structure:**
 - 3.1.** 4 credit
 - 3.2.** ratio of lectures and seminars: 100% seminar, 0% lecture
- 4. Name of major(s), specializations (where it is taught):** International Public Management BA
- 5. Name of organizational unit responsible for its education:** Department of Public Finances
- 6. Name, position, academic degree of tutor responsible for the curriculum:** Zsuzsanna KONDOR PhD, senior lecturer
- 7. Number and types of classes**
 - 7.1.** full number of classes/semester:
 - 7.1.1. Full time course: 28 (0 LEC + 28 SEM)
 - 7.1.2. Part time course: 8 (0 LEC + 8 SEM)
 - 7.2.** weekly number of classes - full time course: 2 (0 LEC + 2 SEM)
 - 7.3.** Further special or unique methods applied throughout of the course: Field visit (project site)
- 8. The academic content of the subject:**

It is increasingly common in both the public and in the private sectors that new tasks are accomplished with a project-based solution. As part of this course students will learn the key steps of designing a project grant application and the main practical requirements of the undertaking investments and procurement within the project. We focus on the following steps of the design process: identification, shaping the design and application strategy, risk management, project management plan, cash flow and budget planning, organizational background. Students will receive insights into the purchasing and procurement processes, the conclusion of the grant agreement, amendment of the agreement from the beneficiary's perspective.
- 9. Competences to be achieved:**

Knowledge: Obtain a good understanding of the theoretical framework of project management. Familiarise with the basic concepts and methods for designing and implementing projects.

Capabilities: Capable of employing relevant principles, adequate tools and techniques throughout the project lifecycle to accomplish tasks and resolve problems.

Attitude: Obtain behavioural skills essential to efficient and effective project management; openness for a goal-oriented approach and team work.

Autonomy and responsibility: To organise his/her work and that of his/her inferiors with autonomy, responsibility and respect for official means in line with his/her position in the organisation.
- 10. Required previous studies:**
- 11. The syllabus of the subject:**
 1. Definition and categorisation of projects
 2. Basics and fundamental elements of project design

3. Stakeholders, problem-tree, objectives-tree
4. Design and adoption of strategy)
5. Analysis of objectives, works matrix
6. Operational planning-budgeting
7. Operational planning -time and HR planning
8. Finance
9. Risk assessments
10. Managing (public) procurements
11. Partnership
12. Contracts
13. Application for financial assistance, project documents
14. Project implementation and closure

12. The frequency of offering the subject/its position in the curriculum of the term: 3. semester

13. Requirements of attendance, acceptable absence, opportunity for making up missed classes:
A student is required to attend 75% of the classes. Consequently, accepted absence rate is 25%. In case a student cannot be present in the requested range of classes, he/she will coordinate with the responsible person to evidence the reasons for absence, the modalities of catching up of the missed classes.

14. Term assignments, testing knowledge: A signature is dependent on participation and active work during classes.

15. The exact conditions of testing knowledge, obtaining signature or credits: Active participation in the classes as defined under section 13, satisfactory accomplishment of team work and assignments as described under session 14

15.1. The exact conditions of obtaining signature: A signature is dependent on participation and active work during classes.

15.2. Evaluation: term mark (GYJ)

15.3. The exact conditions of obtaining credits: The requirement for earning credits are obtaining the signature and passing the exam.

16. Bibliography:

16.1. Compulsory readings:

- Project Management Institute: A Guide to the Project Management Body of Knowledge, PMBOK Guide, Sixth Edition, 2017. ISBN: 1880410125
- Erik Larson, Clifford Gray: Project management, McGraw-Hill Education, 2017. ISBN: 9781259666094
- Meredith, JR & Mantel: Project management: A managerial Approach, Wiley, 2019. ISBN: 9780470533024

16.2. Recommended readings:

- Kerzner, H: A project management: A systems approach to planning, scheduling and contracting, Wiley, 2019. ISBN3: 9780470533024
- J. Heagney: Fundamentals of Project Management, AMACOM, 2015. ISBN: 9780814417485

Budapest,

Zsuzsanna KONDOR PhD, senior lecturer
Signed with her/his own hand

CURRICULUM

- 1. Course Code:** ÁVKTE01
- 2. Course title:** Sustainable Development
- 3. Credit value and course structure:**
 - 3.1.** 4 credit
 - 3.2.** ratio of lectures and seminars: 0% seminar, 100% lecture
- 4. Name of major(s), specializations (where it is taught):** International Public Management BA
- 5. Name of organizational unit responsible for its education:** Department of Water and Environmental Management
- 6. Name, position, academic degree of tutor responsible for the curriculum:** Dr. János ZLINSZKY PhD, Associate Professor
- 7. Number and types of classes**
 - 7.1.** full number of classes/semester:
 - 7.1.1. Full time course: 28 (28 LEC + 0 SEM)
 - 7.1.2. Part time course: 8 (8 LEC + 0 SEM)
 - 7.2.** weekly number of classes - full time course: 2 (2 LEC + 0 SEM)
 - 7.3.** Further special or unique methods applied throughout of the course:
- 8. The academic content of the subject:**

Sustainability science offers solutions for decision makers, citizens, and businesses for the necessary systems-level transformation of our societies and economies. Aim is to withdraw the pressure we exert on the eco-social system behind the boundaries defined by environmental safety and social justice. This course is an introduction offering facts, approach, and competencies especially for the public domain, with an emphasis on international aspects. It provides an overview of the status quo of global and regional problems, their driving forces, as well as the non-negotiable framework conditions of the quest for solution options. It also offers an overview of the most important national and international obligations in the field of Sustainable Development.
- 9. Competences to be achieved:**

Knowledge: Hungary's priorities in foreign affairs, trade and national policy and their development; the geopolitical characteristics of the scope of Hungarian foreign policy; international legislation and legislation of the European Union; realities and prospects of international and European Union economies; priorities and atmosphere of Hungary's defence policy, and the correlations of the above.

Capabilities: Interpreting duties, tasks and procedures arising from international connections, membership and other organisational relations and of utilising these in the decision-making procedure of the public service organisation.

Attitude: Critical thinking.

Autonomy and responsibility: An openness and sensitivity towards social issues, professional and human solidarity.
- 10. Required previous studies:**
- 11. The syllabus of the subject:**

1. The great acceleration in the post-war economy and society: 1/ Development policy as a means and purpose of international relations. Development of health care, and the „green revolution” in agriculture
2. Changes in human populations and the „population explosion”. Industrial revolutions
3. Urbanisation, transport, and land use change Free movement of goods, services and capital
4. Interdependence of nature and the real economy: pollution, load, exhaustion
5. Social impact of the great acceleration / the „peak everything” phenomenon. Evolution of the eco-social crisis against the end of the Cold War and the approaching Millennium. II. Academic information and political instruments for sustainability
6. A systems view of nature, society and economy Scenarios for the development of the real economy in the XXI century Sustainable development: definitions, basic requirements, feasibility
7. Evolution of the international principles underpinning the strive for sustainability International institutions and processes in the service of monitoring natural resources (UNEP, IPCC, IRP, IPBES, EEA; GEO reports, MEA, EU SOE reports, Living Planet reports)
8. Economists’ insights on the options of the interaction between humanity and nature (N. Stern, E. Ostrom). Measuring progress, development, wellbeing, and sustainability: beyond GDP?
9. Possibilities, features, solutions of a sustainable real economy (renewables, circular economy, localization, property management, sharing economy, ecological agriculture, fair trade, local currencies, transition towns)
10. Sustainability as a field of international relations: institutions, agreements, and the space of operation for states
11. The UN and sustainable development: unfolding of the institutional structure and main political processes till 2015. Milestones of international environmental law.
12. A comprehensive answer to the sustainability challenge: „Transforming our world – the 2030 sustainable development agenda”.
13. Development of environment-related institutions and programs in the EU, EU sustainable development strategy, and main features of EU environmental law.
14. Nature, people and the economy in the EU: the 220 SOE Report of the EEA. The EU 2020 „Green Deal”: probable effect in Europe and globally.
15. Sustainability, as a constitutional aim for Hungarian international relations. The transition to sustainability as an international effort: opportunities for donor-recipient relationships for Hungary.

12. The frequency of offering the subject/its position in the curriculum of the term: 3. semester

13. Requirements of attendance, acceptable absence, opportunity for making up missed classes:

Five classes can be missed during one term (semester). There is no possibility for substitute activity/option. Absence can be justified by sickness, or prior permission (e.g. research or other academic events).

14. Term assignments, testing knowledge: Students will receive three optional tasks to be completed independently, in writing. Task will relate to the topics of the first (lessons 1-5), second (6-9), and third (10-14) groups of classes, respectively. If delivered on time and in good quality.

15. The exact conditions of testing knowledge, obtaining signature or credits: Credits will be given based on the attendance and the written/oral exam (minimum pass).

15.1. The exact conditions of obtaining signature: Presence/attendance during the required number of classes.

15.2. Evaluation: exam (K)

15.3. The exact conditions of obtaining credits: The requirement for earning credits are obtaining the signature and passing the exam.

16. Bibliography:

16.1. Compulsory readings:

- Transforming our World – the 2030 Agenda for Sustainability., United Nations, 2015. Transforming ISBN: 978963082799
- The European Environment – State and Outlook 2020., European Environment Agency, 2019. ISBN: 9789294800909

16.2. Recommended readings:

- Von Weizsacker, E.U. and Wijkman, A.: Capitalism, Short-termism, Population, and the Destruction of the Planet. Springer. 2018. ISBN: 9781493974184
- Raworth, K.: Doughnut Economics, Chelsea Green Publishing, 2017. ISBN: 9781847941374
- Meadows, D. H.: Thinking in Systems. Earthscan, Chelsea Green Publishing, 2008. ISBN: 1603580557

Budapest,

Dr. János ZLINSZKY PhD, Associate Professor
Signed with her/his own hand

UNIVERSITY OF PUBLIC SERVICE

**Faculty of Public Governance and
International Studies**

CURRICULUM

- 1. Course Code:** ÁKKTE21
- 2. Course title:** The Practice of Public Policy Analysis
- 3. Credit value and course structure:**
 - 3.1.** 4 credit
 - 3.2.** ratio of lectures and seminars: 100% seminar, 0% lecture
- 4. Name of major(s), specializations (where it is taught):** International Public Management BA
- 5. Name of organizational unit responsible for its education:** Department of Governance and Public Policy
- 6. Name, position, academic degree of tutor responsible for the curriculum:** Dr. Márton GELLÉN
PhD, assistant professor
- 7. Number and types of classes**
 - 7.1.** full number of classes/semester:
 - 7.1.1. Full time course: 28 (0 LEC + 28 SEM)
 - 7.1.2. Part time course: 8 (0 LEC + 8 SEM)
 - 7.2.** weekly number of classes - full time course: 2 (0 LEC + 2 SEM)
 - 7.3.** Further special or unique methods applied throughout of the course: Course work will be completed with off-the-course project work in student groups.
- 8. The academic content of the subject:**

The course contains knowledge of analytical methods developed for public sector. Apart from analytics, students receive a strong contextual understanding of the analysis that enables them to step forward from analytics to synthesis. The course depicts public policy analysis as a cognitive process of re-creating policy realities by imagination and collective efforts.
- 9. Competences to be achieved:**

Knowledge: The students obtain the necessary conceptual framework and practical skills that enable them to handle complex public policy issues and extract answerable questions from real life complexities.

Capabilities: Students will become familiar with certain analytical methods used in public policy as well as they become polished in using previously known general social science and economic analysis for public policy purposes.

Attitude: Students get familiar with the attitude of critical thinking and hunger for evidence while they gain experience in using their imagination to craft potentially better alternatives to the existing policies.

Autonomy and responsibility: Students gradually become more autonomous in elaborating their policy proposals in a logical and elaborate fashion.
- 10. Required previous studies:**
- 11. The syllabus of the subject:**

1. What is public policy? The role of analysis in public policy. The tools, methods and aims of analysis.
2. The notion of public policy research. Introduction to evidence-based thinking.
3. Economic analysis of law as a separate discipline and its effect on public policy thought)
4. Evidence-based methodology and its four main contradictions.
5. Sectoral differences in public policy analysis. Differences between practitioners and theorists.
6. Intuitive public policy making and empirically based public policy decisions. What makes the difference?
7. Analytical reasoning in public policy analysis. How to use the experience of science and practice?
8. Systematic Review as a public policy research method.
9. Public policy research and IT in public policy. Knowledge management, evidence, information and data applied for the common good.
10. Evidence-based management and leadership. How does it relate to institutional performance?
11. Public policy management based on public policy research? How come?
12. Case research method, success and failure in public policy.
13. Using concrete cases for the public good.
14. Summarizing achievements during the semester, presentation of off-the-course works.

12. The frequency of offering the subject/its position in the curriculum of the term: 4. semester

13. Requirements of attendance, acceptable absence, opportunity for making up missed classes: Students are required to participate at class. Missing 2 classes are acceptable during the semester.

14. Term assignments, testing knowledge: Exams consist of theoretical and practical questions.

15. The exact conditions of testing knowledge, obtaining signature or credits: Written essay during the semester.

15.1. The exact conditions of obtaining signature: Participation at the course requires constant readiness and preparing off-the-course projects. Obtaining signature is based on the completion of at-the course performance and off-the-course projects.

15.2. Evaluation: term mark (GYJ)

15.3. The exact conditions of obtaining credits: The requirement for earning credits are obtaining the signature and passing the exam.

16. Bibliography:

16.1. Compulsory readings:

- Anna Shillabeer, Terry F. Buss, Denise M. Rousseau: Evidence-Based Public Management. Practices, Issues and Prospects. M. E. Sharpe, Armonk, New York, 2011. ISBN: 9780765624208
- David E. McNabb: Case Research in Public Management, M. E. Sharpe, Armonk, New York, 2010. ISBN: 9780765623379

16.2. Recommended readings:

- Gail Johnson: Research Methods for Public Administrators. M. E. Sharpe, Armonk, New York, 2014. ISBN: 9780230278394
- Cristoph Knill and Jale Tosun: Public Policy. A New Introduction. Palgrave MacMillan, UK, 2012. ISBN: 9781137573308

Budapest,

Dr. Márton GELLÉN PhD, assistant professor
Signed with her/his own hand