

*Approved
by the decision of the Academic
Council of the Academy
October 4, 2024
Protocol №2*

**Master's Educational Program
«7M04120 - Public Administration » (Executive MPA)**

1. Program Name: Master's Educational Program «7M04120 - Public Administration» (Executive MPA) (training direction «7M041 – Business and Management»).

2. Duration: 1 год (full-time and distance learning)

3. Total Credits (ECTS): 61

4. Program Description:

The year-long master's program, implemented on the basis of full-time and distance learning format of training without interruption from work, is designed for professionals aiming to develop skills and knowledge in the field of public administration to effectively work in various managerial positions in the public and quasi-public sectors of the Republic of Kazakhstan.

5. Purpose and Program Objectives:

Purpose: Training of highly qualified specialists in the field of public administration from senior management of public and quasi-public organizations.

Program Objectives:

- the program focuses on developing the management skills essential for effective performance within government and quasi-governmental organizations;
- develop creativity and competencies to create an effective modern public administration system.

6. Program Benefits:

- development of innovative, analytical and managerial abilities in the educational process;
- the opportunity to undergo an internship at a foreign partner university, Maxwell School of Citizenship and Public Affairs at Syracuse University (United States of America), with a certificate confirming the appropriate level of a foreign language;
- attracting leading foreign and Kazakh experts, public administration practitioners to teach certain disciplines;
- development of social networking, interaction with top managers from various ministries and departments, peer learning;
- teaching in the state, Russian, English languages.

7. Expected Learning Outcomes:

Task management - is able to set specific tasks and give instructions in accordance with strategic goals, able to create conditions and orient the team towards high-quality of the assigned tasks and its timely implementation.

Building effective communications – able to coordinate his activities with colleagues, open to communications, able to show readiness for business cooperation.

Adherence to ethical standards and principles - able to strictly follow the rules of ethical behavior in all situations in accordance with the code of ethics and adhere to the principles of integrity, honesty, goodwill towards colleagues and stakeholders.

Change management - able to have a positive attitude towards changes in the organization and adapt the tactics of their actions in accordance with the changed situation.

Results-oriented – able to set challenging goals and achieve them.

Independence and decision-making skills – able to analyze opportunities, risks, as well as calculate and plan resources, able to act effectively in conditions of uncertainty.

Team management - able to inspire and motivate the team, always avoid personal likes and dislikes, able to identify and take into account the individuality of the subordinate when interacting and motivating.

Leadership qualities - able to demonstrate enthusiasm and talent, belief in one's own beliefs, charismatic, able to motivate staff.

Cooperation – able to guide employees towards building effective interaction and partnership with government agencies and organizations within their competence.

Efficiency - able to timely communicate new priorities to the team, develop effective measures for a timely response to internal and external changes.

Self-development – able to take systematic measures for the development and promotion of employees, demonstrate by personal example the desire for self-development.

Initiative - able to initiate projects to improve the activities of a government agency, able to consider and develop proposals for the introduction of innovative approaches and solutions to improve operational efficiency.

8. Program structure and academic content:

Module	Name of the discipline	BD/ PD	AC/ SC	ECTS
Module 1. Communications and research technologies	Official letter and media discourse	PD	AC	3
	Professional English	BD	AC	2
	Research methods and design	PD	AC	3
	Total theoretical training			8
	<i>ERWM</i>			2
TOTAL FOR 1 MODULE				10
Module 2. National model of public administration	National model of public administration	BD	AC	3
	Service apparatus and human-centric management	PD	AC	2
	Strategic management and leadership	PD	AC	3
	Total theoretical training			8
	<i>ERWM</i>			2
TOTAL FOR 2 MODULE				10
Module 3. Modern technologies of management	Information and analytical technologies	PD	AC	4
	Digital public administration	PD	AC	2
	<i>Industrial internship</i>			2
	Total theoretical training			8
	<i>ERWM</i>			2
TOTAL FOR 3 MODULE				10
Module 4. (specialization)	Elective component	BD	EC	4
	Professional communications and organizational culture	BD	AC	2
	Total theoretical training			6
	<i>ERWM</i>			2
TOTAL FOR 4 MODULE				8
Module 5. Economic and financial management	Financial management and audit in the public sector	PD	AC	3
	State regulation of the economy	PD	AC	3
	Total theoretical training			6
	<i>Internship</i>			2
	<i>ERWM</i>			2
TOTAL FOR 5 MODULE				10

Module 6. Spatial development management	Rural management	PD	AC	2
	Urbanism and city management	PD	AC	2
	<i>Total theoretical training</i>			4
	<i>ERWM</i>			<i>1</i>
	<i>Final Attestation (Design and Defense of the Master's Project)</i>			8
<i>TOTAL FOR 6 MODULE</i>				13
Total Theoretical Training + Practice				40
Final Attestation (Design and Defense of the master's Project)				8
ERWD+Internship				13
TOTAL CREDITS FOR COMPULSORY DEVELOPMENT				61