



Syllabus

Public service in Ukraine

Higher education degree - bachelor
Field of knowledge - 29 International relations
Specialty - 293 International Law
Educational and Professional Program - International Law

Study year – 2 Semestr – 4

Number of credits: 5, Language of study: english

Head of the course:

Acting Head of the Department of Theory and History of State and Law, PhD, Assoc. prof.
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Description of the discipline

Public Service in Ukraine is an academic discipline aimed at providing students with knowledge about the essence and system of public service, its types and legal principles, developing students' skills of practical application in solving professional problems of legislation regulating relations in the field of public service (civil service in the executive authorities of Ukraine, the apparatus of legislative and judicial authorities, law enforcement agencies, and service in local self-government bodies).

The subject of the course is a comprehensive legal regulation of various service relations that develop in the course of public service, taking into account European standards in the reform of public service in Ukraine.

The main objective is to provide a set of modern legal knowledge, skills and abilities necessary for professional activities to ensure the exercise of powers of public administration bodies and the quality provision of administrative services to citizens. To help to better understand the social essence and nature of the public service, its structure (civil service and service in local self-government bodies); to study the legislation that regulates the conditions and procedure for entering the position, the procedure for public service, the practice of its application; to assist in the study of material on the regulation of proper behavior in the public service, which provides for the faithful implementation of laws, in-depth knowledge of their duties and the ability to ensure the rights and interests of citizens at a high professional level and to determine.

The purpose and objectives of the discipline are achieved through a combination of such forms of education as lectures, practical classes, consultations, independent work of students and individual assignments.

Course structure

Hours (lec. /pract.)	Topic	Learning outcomes	Control measures
2 / 2	1. The essence, content and features of the organization of public service	Know the essence, content and features of the public service; be able to characterize the elements of the organization of public servants' activities; be able to implement the components of the organization of professional activities of public servants.	Tests, questions
2 / 2	2. Tasks and functions of the public service	Outline the place and role of public service in the formation of a democratic, social and legal state. To study the tasks and functions of the public service	Tests, questions

2 / 2	3. Entry into the civil service and career	Identify the social and legal features of a career in public service. Analyze the legal status of a civil servant, as well as the components of administrative legal personality.	Tests, questions
2 / 2	4. Categories of public service positions.	Justify the features and types of public service positions. To study the principles of public service. Analyze the legal status of civil servants as subjects of administrative law	Cases
2 / 2	5. Legal status of civil servants	To analyze the legal status of civil servants as subjects of administrative law	Cases
/ 2	6. Public service management system	To study the features and types of public authorities that manage the civil service	Tests, questions
2 / 2	7. Administrative and disciplinary liability of civil servants.	To study the concept and grounds for administrative liability of civil servants. To separate administrative liability from other types of legal liability.	Tests, questions
2 / 2	8 Legal status of the National Agency of Ukraine on Civil Service	Determine the legal status of the National Agency of Ukraine on Civil Service	Cases
2 / 2	9. Legal status of the Commission on Senior Civil Service.	Define the legal status Legal status of the Commission on Senior Civil Service	Cases
2 / 2	10. Administrative and legal measures to combat corruption in the civil service	Identify the features of the administrative and legal mechanism for combating corruption. To study the grounds for administrative and legal liability for corruption.	Cases

Literary sources

1. Administrative law of Ukraine: textbook / I.L. Borodin. K.: Alerta, 2019. 548 c
2. Administrative law of Ukraine. Full course: textbook / Galunko V., Dikhtievskiy P., Kuzmenko O., Stetsenko S. and others. Second edition. Kherson: ALDI-PLUS, 2019. 520 c.
3. Khorosheniuk O. V. Principles of organization and activity of the public service system in Ukraine / O. V. Khorosheniuk // University Scientific Notes: Journal of Khmelnytsky University of Management and Law. 2019 - No. 1 - P. 382 - 385.
4. TAVAS, Bekir. "THE DISCIPLINE OF PUBLIC ADMINISTRATION: NEW PUBLIC ADMINISTRATION AND MANAGEMEN." *International Journal Of Eurasia Social Sciences* 10, no. 37 (January 1, 2019): 995–1007. <http://dx.doi.org/10.35826/ijoess.2553>.
5. Samofalov, D. O. "DEFINITIONS "PUBLIC ADMINISTRATION" AND "PUBLIC ADMINISTRATION IN HEALTHCARE"." *Public management and administration in Ukraine*, no. 25 (2021): 7–12. <http://dx.doi.org/10.32843/pma2663-5240-2021.25.1>.
6. Anđelković, Jovana. "Good governance in public administration." *Bizinfo Blace* 14, no. 2 (2023): 121–26. <http://dx.doi.org/10.5937/bizinfo2302121a>.

Evaluation policy

- Policy on deadlines and retakes: Works that are submitted late without valid reasons will be assessed with a lower grade (-20 points). Rescheduling of modules takes place with the permission of the dean's office if there are valid reasons (e.g., sick leave).
- Policy on academic integrity: Cheating during tests and exams is prohibited (including using mobile devices). Mobile devices may be used only during online testing (e.g., Kahoot).
- Attendance policy: Class attendance is a mandatory component of the assessment for which points are awarded. For objective reasons (e.g., illness, international internship), classes may be held online with the consent of the course instructor.

Evaluation

The final grade for the course is calculated as follows:

Types of assessment	% from the final assessment
Module 1 (topics 1-7) - discussion of cases	30
Module 2 (topics 7-10) - discussion of cases	40
Training, CPIT	30

Student evaluation scale:

ECTS	Marks	Content
A	90-100	excellent
B	85-89	good
C	75-84	good
D	65-74	satisfactorily
E	60-64	enough
FX	35-59	unsatisfactory with the possibility of reassembly
F	1-34	unsatisfactory with a mandatory repeat course