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COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KAaA/1FJEVSI/22	Course name: 1. French language for European Public Administration I.
Course type, scope and the method: Course type: Practice Recommended course-load (hours): Per week: 2 Per study period: 28 Course method: present	
Number of ECTS credits: 3	
Recommended semester/trimester of the course: 1.	
Course level: I.	
Prerequisites:	
Conditions for course completion: Activity at seminars 20 % Ongoing skills validation 40 % Final written verification of skills 40 % A: 100 - 94 % B: 93 - 87 % C: 86 - 80 % D: 79 - 73 % E: 72 - 65 % Fx: 64 - 0 %	
Learning outcomes:	
Brief outline of the course:	
Recommended literature:	
Course language:	
Notes:	
Course assessment Total number of assessed students: 0	
abs	neabs
0.0	0.0
Provides: Bc. Mgr. Karin Semaník Miklóssiová, PhD., Mgr. Roman Gajdoš	
Date of last modification: 13.07.2022	
Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka	

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice					
Faculty: Faculty of Public Administration					
Course ID: KAaA/1FJEVSII/22		Course name: 1. French language for European Public Administration II.			
Course type, scope and the method: Course type: Practice Recommended course-load (hours): Per week: 2 Per study period: 28 Course method: present					
Number of ECTS credits: 5					
Recommended semester/trimester of the course: 2.					
Course level: I.					
Prerequisites: KAaA/1FJEVSI/22					
Conditions for course completion: Activity at seminars 20 % Ongoing skills validation 40 % Final written verification of skills 40 % A: 100 - 94 % B: 93 - 87 % C: 86 - 80 % D: 79 - 73 % E: 72 - 65 % Fx: 64 - 0 %translate					
Learning outcomes:					
Brief outline of the course:					
Recommended literature:					
Course language:					
Notes:					
Course assessment Total number of assessed students: 0					
A	B	C	D	E	FX
0.0	0.0	0.0	0.0	0.0	0.0
Provides: Bc. Mgr. Karin Semaník Miklóssiová, PhD., Mgr. Roman Gajdoš					
Date of last modification: 12.07.2022					
Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka					

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KAaA/1FJEVSIII/22	Course name: 1. French language for European Public Administration III.
Course type, scope and the method: Course type: Practice Recommended course-load (hours): Per week: 2 Per study period: 28 Course method: present	
Number of ECTS credits: 3	
Recommended semester/trimester of the course: 3.	
Course level: I.	
Prerequisites: KAaA/1FJEVSII/22	
Conditions for course completion: Activity at seminars 20 % Ongoing skills validation 40 % Final written verification of skills 40 % A: 100 - 94 % B: 93 - 87 % C: 86 - 80 % D: 79 - 73 % E: 72 - 65 % Fx: 64 - 0 %translate	
Learning outcomes:	
Brief outline of the course:	
Recommended literature:	
Course language:	
Notes:	
Course assessment Total number of assessed students: 0	
abs	neabs
0.0	0.0
Provides: Bc. Mgr. Karin Semaník Miklóssiová, PhD., Mgr. Roman Gajdoš	
Date of last modification: 13.07.2022	
Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka	

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KAaA/1FJEVSIV/22	Course name: 1. French language for European Public Administration IV.
Course type, scope and the method: Course type: Practice Recommended course-load (hours): Per week: 2 Per study period: 28 Course method: present	
Number of ECTS credits: 5	
Recommended semester/trimester of the course: 4.	
Course level: I.	
Prerequisites: KAaA/1FJEVSIII/22	
Conditions for course completion: Activity at seminars 20 % Ongoing skills validation 40 % Final written verification of skills 40 % A: 100 - 94 % B: 93 - 87 % C: 86 - 80 % D: 79 - 73 % E: 72 - 65 % Fx: 64 - 0 %translate	
Learning outcomes: Know how to use lexical, morphological and syntactic means to express admissions in simple argumentative oral and written utterances. Know the basic terminology for the green transformation of territories.	
Brief outline of the course: Development of linguistic competence in all four components of reception and production of argumentative speech at B1 - B2 level. Emphasis is placed on the ability to produce simple argumentation schemes and the ability to work linguistically in oral speech. Thematic focus: European Green Deal; Green Transformation of Europe as an opportunity for economic change; Green Transformation in Slovakia; Local Green Transformation; Public Engagement in Green Transformation; Digital and Green Transformation.	
Recommended literature: European Commission (2019 - 2024) : The European Green Deal (Part of the Benefits of the European Green Deal.) Préparation a l'examen du DELF B2 - Tout public. Hachette (2021 edition, possibly other editions).	
Course language: French: B1 - B2	
Notes:	

Course assessment					
Total number of assessed students: 0					
A	B	C	D	E	FX
0.0	0.0	0.0	0.0	0.0	0.0
Provides: Bc. Mgr. Karin Semaník Miklóssiová, PhD., Mgr. Roman Gajdoš					
Date of last modification: 12.07.2022					
Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka					

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KGER/ EVSJ1/11	Course name: 1. German Language for European Public Administration I
Course type, scope and the method: Course type: Practice Recommended course-load (hours): Per week: 2 Per study period: 28 Course method: present	
Number of ECTS credits: 3	
Recommended semester/trimester of the course: 1.	
Course level: I.	
Prerequisites:	
Conditions for course completion: Active participation in class and completed homework assignments. Students are allowed to miss 2 classes at the most (2x90 min.). 2 control tests during the semester, written assignments and academic presentation (PPP). Final grade will be calculated as follows: A 93-100 %, B 86-92%, C 79-85%, D 72-78%, E 65-71%, FX 64 % and less.	
Learning outcomes: Developing language skills of listening comprehension, speaking, reading and writing, increasing students 'language competence (acquisition of selected phonological, lexical and syntactic knowledge), development of students' pragmatic competence (acquisition of the ability to express selected language functions), development of presentation skills, etc. at A2 level with a focus on professional vocabulary for European public administration.	
Brief outline of the course:	
Recommended literature: 30 Stunden Deutschland. 2. Auflage. Stuttgart: Ernst Klett Sprachen, 2005. Grundgesetz GG: Menschenrechtskonvention, Europäischer Gerichtshof, Bundesverfassungsgerichtsgesetz, Parteiengesetz, Untersuchungsausschusgesetz. Verlag: Deutscher Taschenbuchverlag. 45. Aufl. 2014. Schmidt, Manfred G.: Das politische System Deutschlands: Institutionen, Willensbildung und Politikfelder. Verlag: C.H. Beck. 2. Aufl. 2011. Nemecko-slovenský a slovensko-nemecký praktický slovník ... pre každého. Vydavateľstvo: Lingea. 2008. Krenn.W./Puchta,H.: Motive. Kompaktkurs DaF. Kursbuch und Arbeitsbuch. 2015.	
Course language: German	
Notes:	

Course assessment	
Total number of assessed students: 29	
abs	neabs
93.1	6.9
Provides: Mgr. Ulrika Strömplová, PhD.	
Date of last modification: 13.08.2024	
Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka	

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KGER/EVSNJ2/11	Course name: 1. German Language for European Public Administration II
Course type, scope and the method: Course type: Practice Recommended course-load (hours): Per week: 2 Per study period: 28 Course method: present	
Number of ECTS credits: 5	
Recommended semester/trimester of the course: 2.	
Course level: I.	
Prerequisites: KGER/EVSNJ1/11	
Conditions for course completion: Active participation in class and completed homework assignments. Students are allowed to miss 2 classes at the most (2x90 min.). 2 control tests during the semester, written assignments and academic presentation (PPP). Final grade will be calculated as follows: A 93-100 %, B 86-92%, C 79-85%, D 72-78%, E 65-71%, FX 64 % and less.	
Learning outcomes: Developing language skills of listening comprehension, speaking, reading and writing, increasing students 'language competence (acquisition of selected phonological, lexical and syntactic knowledge), development of students' pragmatic competence (acquisition of the ability to express selected language functions), development of presentation skills, etc. at A2 level with a focus on professional vocabulary for European public administration.	
Brief outline of the course:	
Recommended literature: 30 Stunden Deutschland. 2. Auflage. Stuttgart: Ernst Klett Sprachen, 2005. Deiseroth, Dieter – Wolf, Heinz-Ulrich: Arbeitsheft Politik Wirtschaft Sozialkunde: Arbeitsheft 7-10: mit eingelegtem Lösungsheft. Verlag: Schrödel Verlag GmbH. 2011. Heitmann, Friedhelm – Schrödel, Tim: Politik – Grundwissen kurz, kanpp und klar! Kohl Verlag. 2. Aufl. 2011. Nemecko-slovenský a slovensko-nemecký praktický slovník ... pre každého. Vydavateľstvo: Lingea. 2008. Krenn.W./Puchta,H.: Motive. Kompaktkurs DaF. Kursbuch und Arbeitsbuch. 2015. Schmidt, Manfred G.: Das politische System Deutschlands: Institutionen, Willensbildung und Politikfelder. Verlag: C.H. Beck. 2. Aufl. 2011.	
Course language: German	
Notes:	

Course assessment					
Total number of assessed students: 24					
A	B	C	D	E	FX
45.83	8.33	20.83	4.17	16.67	4.17
Provides: Mgr. Ulrika Strömplová, PhD.					
Date of last modification: 13.08.2024					
Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka					

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KGER/EVSNJ3/12	Course name: 1. German Language for European Public Administration III
Course type, scope and the method: Course type: Practice Recommended course-load (hours): Per week: 2 Per study period: 28 Course method: present	
Number of ECTS credits: 3	
Recommended semester/trimester of the course: 3.	
Course level: I.	
Prerequisites: KGER/EVSNJ2/11	
Conditions for course completion: Active participation in class and completed homework assignments. Students are allowed to miss 2 classes at the most (2x90 min.). 2 control tests during the semester, written assignments and academic presentation (PPP). Final grade will be calculated as follows: A 93-100 %, B 86-92%, C 79-85%, D 72-78%, E 65-71%, FX 64 % and less.	
Learning outcomes: Developing language skills of listening comprehension, speaking, reading and writing, increasing students 'language competence (acquisition of selected phonological, lexical and syntactic knowledge), development of students' pragmatic competence (acquisition of the ability to express selected language functions), development of presentation skills, etc. at B1 level with a focus on professional vocabulary for European public administration.	
Brief outline of the course:	
Recommended literature: Deutschland und Europa. Jugend und Europa. Reihe für Gemeinschaftskunde, Geschichte, Deutsch, Geografie, Kunst und Wirtschaft. Hrsg. Landeszentrale für politische Bildung. Ulm, 2009. Europa. Das Wissensmagazin für Jugendliche. Hrsg. Aktion Europa, Bundeszentrale für politische Bildung. Berlin, 2010. Fontaine, Pascal: Europa in 12 Lektionen. Luxemburg: Amt für Veröffentlichungen der Europäischen Union, 2010. Nemecko-slovenský a slovensko-nemecký praktický slovník ... pre každého. Vydavateľstvo: Lingea, 2008. Krenn.W./Puchta,H.: Motive. Kompaktkurs DaF. Kursbuch und Arbeitsbuch. 2015.	
Course language: German	
Notes:	

Course assessment	
Total number of assessed students: 19	
abs	neabs
100.0	0.0
Provides: Mgr. Ulrika Strömplová, PhD.	
Date of last modification: 13.08.2024	
Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka	

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KGER/EVSNJ4/12	Course name: 1. German Language for European Public Administration IV
Course type, scope and the method: Course type: Practice Recommended course-load (hours): Per week: 2 Per study period: 28 Course method: present	
Number of ECTS credits: 5	
Recommended semester/trimester of the course: 4.	
Course level: I.	
Prerequisites: KGER/EVSNJ3/12	
Conditions for course completion: Active participation in class and completed homework assignments. Students are allowed to miss 2 classes at the most (2x90 min.). 2 control tests during the semester, written assignments and academic presentation (PPP). Final grade will be calculated as follows: A 93-100 %, B 86-92%, C 79-85%, D 72-78%, E 65-71%, FX 64 % and less.	
Learning outcomes: Developing language skills of listening comprehension, speaking, reading and writing, increasing students 'language competence (acquisition of selected phonological, lexical and syntactic knowledge), development of students' pragmatic competence (acquisition of the ability to express selected language functions), development of presentation skills, etc. at B1 level with a focus on professional vocabulary for European public administration.	
Brief outline of the course:	
Recommended literature: Deutschland und Europa. Jugend und Europa. Reihe für Gemeinschaftskunde, Geschichte, Deutsch, Geografie, Kunst und Wirtschaft. Hrsg. Landeszentrale für politische Bildung. Ulm, 2009. Europa. Das Wissensmagazin für Jugendliche. Hrsg. Aktion Europa, Bundeszentrale für politische Bildung. Berlin, 2010. Fontaine, Pascal: Europa in 12 Lektionen. Luxemburg: Amt für Veröffentlichungen der Europäischen Union, 2010. Kaňa, Antonín: Velký česko-německý slovník pro veřejnou správu. Vydavatelství: Linde, 2011. Nemecko-slovenský a slovensko-nemecký praktický slovník ... pre každého. Vydavateľstvo: Lingea, 2008. Krenn.W./Puchta,H.: Motive. Kompaktkurs DaF. Kursbuch und Arbeitsbuch. 2015.	
Course language: German	
Notes:	

Course assessment					
Total number of assessed students: 19					
A	B	C	D	E	FX
42.11	10.53	26.32	15.79	0.0	5.26
Provides: Mgr. Ulrika Strömplová, PhD.					
Date of last modification: 13.08.2024					
Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka					

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KGER/2NJEVSI/22	Course name: 2. Foreign Language for European Public Administration I. - German language
Course type, scope and the method: Course type: Practice Recommended course-load (hours): Per week: 2 Per study period: 28 Course method: present	
Number of ECTS credits: 3	
Recommended semester/trimester of the course: 4.	
Course level: I.	
Prerequisites:	
Conditions for course completion: project with presentation, final paper, control of homework throughout semester, written and oral assignments during seminars, active participation in seminars	
Learning outcomes: - obtaining a basic overview of the political functioning of the Federal Republic of Germany - knowledge of basic political and public law terminology - ability to understand the text in written and oral communication from the given field - knowledge of grammatical phenomena and their correct identification in the text and correct communicative use; sensitization to subject-specific language features	
Brief outline of the course: - Germany as a state - national symbols (anthem, flag, national emblem) - Constitution - content of the German constitution, influences on the creation of the constitution, "Eternity clause" - immutable constitutional core constitutions - Fundamental rights - human rights, civil rights, life in a country with and without guaranteed fundamental rights, limits of fundamental rights - Germany as a federal state - federated states, differences at federation and state level, municipality (institutions); roles of federation, federated states and municipalities - Grammar: substantive declension, articles, possessive pronouns, conjugation, separable/inseparable prefixes, reflexive verbs, modal verbs, structure of subordinate clause, conjunctions, demonstrative pronouns	
Recommended literature: 30 Stunden Deutschland. 2. Auflage. Stuttgart: Ernst Klett Sprachen, 2005. Dreyer, Hilke – Schmitt, Richard: Lehr- und Übungsbuch der deutschen Grammatik. Max Heuber Verlag, 2007. Grundgesetz GG: Menschenrechtskonvention, Europäischer Gerichtshof, Bundesverfassungsgerichtsgesetz, Parteiengesetz, Untersuchungsausschusgesetz. Verlag: Deutscher Taschenbuchverlag. 45. Aufl. 2014. Heitmann, Friedhelm – Schrödel, Tim: Politik – Grundwissen kurz, knapp und klar! Kohl Verlag. 2. Aufl. 2011 German-Slovak and Slovak-German practical dictionary ... for everyone. Publisher: Lingea. 2008.	

Course language: German language	
Notes:	
Course assessment Total number of assessed students: 45	
abs	neabs
100.0	0.0
Provides: Mgr. Ulrika Strömplová, PhD.	
Date of last modification: 30.08.2022	
Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka	

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: CJP/2SJEVSIaj/22	Course name: 2. Foreign Language for European Public Administration I. - Slovak language
Course type, scope and the method: Course type: Practice Recommended course-load (hours): Per week: 2 Per study period: 28 Course method: present	
Number of ECTS credits: 3	
Recommended semester/trimester of the course: 4.	
Course level: I.	
Prerequisites:	
Conditions for course completion:	
Learning outcomes:	
Brief outline of the course:	
Recommended literature:	
Course language:	
Notes:	
Course assessment Total number of assessed students: 0	
abs	neabs
0.0	0.0
Provides: PhDr. Beáta Jurečková, PhD.	
Date of last modification: 11.04.2022	
Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka	

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KGER/2NJEVSII/22	Course name: 2. Foreign Language for European Public Administration II. - German language
Course type, scope and the method: Course type: Practice Recommended course-load (hours): Per week: 2 Per study period: 28 Course method: present	
Number of ECTS credits: 5	
Recommended semester/trimester of the course: 5.	
Course level: I.	
Prerequisites: KGER/2NJEVSI/22	
Conditions for course completion: project with presentation, final paper, control of homework throughout semester, written and oral assignments during seminars, active participation in seminars	
Learning outcomes: - obtaining a more comprehensive overview of political and social functioning in the Federal Republic of Germany - active knowledge of relevant professional terminology - strengthening of communication competences - knowledge of grammatical phenomena and their correct identification in the text and correct communicative use; sensitization to subject-specific language features	
Brief outline of the course: - State organization and permanent constitutional bodies (Federal Parliament, Federal Council, Federal Chancellor, Federal President, Federal Constitutional Court), their roles and competences - Germany as a legal state - separation of powers (legislature, executive, jurisprudence), rights and laws - Germany as a welfare state: the welfare state principle in the German constitution, various types of social benefits, a brief history of the German welfare state, social insurance (payments to the insurance company), payroll, aid from public funds (ALG I, ALG II), charitable organizations in Germany - Political parties: roles and responsibilities of parties in Germany, political diversity, basic characteristics of political parties represented in the Federal Parliament - Grammar: adjective declension, numerals, formation of the past perfect /past simple/pluperfect tense, verbs with a prepositional object, subordinate clauses, adjective comparison, “haben” and “sein” with “zu”, prepositions	
Recommended literature: 30 Stunden Deutschland. 2. Auflage. Stuttgart: Ernst Klett Sprachen, 2005. Dreyer, Hilke – Schmitt, Richard: Lehr- und Übungsbuch der deutschen Grammatik. Max Heuber Verlag. 2007. Grundgesetz GG: Menschenrechtskonvention, Europäischer Gerichtshof, Bundesverfassungsgerichtsgesetz, Parteiengesetz, Untersuchungsausschusgesetz. Verlag:	

Deutscher Taschenbuchverlag. 45. Aufl. 2014. Schmidt, Manfred G.: Das politische System Deutschlands: Institutionen, Willensbildung und Politikfelder. Verlag: C.H. Beck. 2. Aufl. 2011. German-Slovak and Slovak-German practical dictionary ... for everyone. Publisher: Lingea. 2008.

Course language:

German language

Notes:

Course assessment

Total number of assessed students: 34

A	B	C	D	E	FX
32.35	17.65	29.41	8.82	11.76	0.0

Provides: Mgr. Ulrika Strömplová, PhD.

Date of last modification: 18.09.2024

Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice					
Faculty: Faculty of Public Administration					
Course ID: CJP/2SJEVSIaj/22		Course name: 2. Foreign Language for European Public Administration II. - Slovak language			
Course type, scope and the method: Course type: Practice Recommended course-load (hours): Per week: 2 Per study period: 28 Course method: present					
Number of ECTS credits: 5					
Recommended semester/trimester of the course: 5.					
Course level: I.					
Prerequisites: CJP/2SJEVSIaj/22					
Conditions for course completion:					
Learning outcomes:					
Brief outline of the course:					
Recommended literature:					
Course language:					
Notes:					
Course assessment Total number of assessed students: 0					
A	B	C	D	E	FX
0.0	0.0	0.0	0.0	0.0	0.0
Provides: PhDr. Beáta Jurečková, PhD.					
Date of last modification: 22.09.2022					
Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka					

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KAaA/2FJEVSI/12	Course name: 2. French Language for European Public Administration I
Course type, scope and the method: Course type: Practice Recommended course-load (hours): Per week: 2 Per study period: 28 Course method: present	
Number of ECTS credits: 3	
Recommended semester/trimester of the course: 4.	
Course level: I.	
Prerequisites:	
Conditions for course completion: The test administered during the 7. and 14. week shall put the material covered during the lectures and prepared for homework to test. In order to get the grade, the final results of both tests shall exceed 70%. No additional dates are to be set. In case the teacher is in need to reschedule the date of the test, students shall learn about it well in advance via the official website of the department and/or through mail. Students are expected to attend the classes regularly and participate actively. More than two missed attendances will prevent the teacher from giving the student their final grade. The case of not being prepared for class is also considered missed absence. In case the student does not possess their own copy of the material for class, the teacher is entitled to ask the student to leave the classroom. Students must respect the way they were assigned to the groups. In case of any questions, you may contact the teacher at: karin.miklossiova@student.upjs.sk alebo karin.miklossiova@gmail.com Grading: Test n. 1. - 50% Test n. 2. - 50% Together: 100% Scale: A 100-94 %, B 93-89 %, C 88-83 %, D 82-77 %, E 76-70 %, FX 69 % and less	
Learning outcomes: The subject is focused on the development of students' language competences, on strengthening and developing all language skills, especially in French, which is necessary for everyday communication, necessary for successfully managing student stays within international projects (e.g. Erasmus), in administrative French, as well as with regard to future possibilities application of students on the labor market within the euro. institutions, at the beginner to intermediate level of language proficiency (A1 to B2) according to the Common European Framework of Reference for Languages. Emphasis is placed on the active use of a foreign language in everyday life, in an administrative environment and in future professional activities.	
Brief outline of the course: 1. week: introductory class, getting the students acquainted with the organization of the semester and conditions under which the grades may be granted 2. - 6. week: working with texts, translations, exercises	

7. week: test n. 1
8. - 13. week: working with texts, translations, exercises
14. week: test n. 2

Recommended literature:

Berg, R. – J. 2005. Parlons affaires! : Initiation au français économique et commercial. Heinle.
Bernard, G., Deschodt, J.-P. 2011. Dictionnaire de la politique et de l'administration. Paris: PUF.
Bomati, Y. et al. 2008. L'administration en bons termes - 1000 mots pour comprendre et utiliser le langage administratif. Paris: Vuibert.
Cornu, G. 2007. Vocabulaire juridique. Quadrige.
Černá, L., Kulhajová, B. 2009. Le Français juridique. Leges.
Delamarre, M., Gristi, E. 2004. Comprendre l'administration - Organisation, fonctionnement, modernisation. Paris: DF.
Delwit, P. et al. 1999. A quoi sert le Parlement européen ? Bruxelles: Complexe.
ENA. 2013. La responsabilité administrative : comparaison internationale. Ecole nationale d'administration.
Ferry, J.-M. 2000. La question de l'Etat européen. Paris: Gallimard.
Grevisse, M. 2009. Le Petit Grevisse. Grammaire française. Bruxelles: De Boeck Duculot.
Guinchard, S., Debard, T. 2010. Lexique des termes juridiques : Edition 2011. Dalloz.
Ignasse, G., Lenoir, H. 1999. Fonction publique et formation continue en Europe. L'Harmattan.
Kidlesová, Z., Priesolová, J. 2007. Francouzština v hospodářství – Le Français dans l'économie. Ekopress.
Kořenský, J., Cvrček, F., Novák, F. 1999. Juristická a lingvistická analýza právních textů. Praha: Academia.
Kozmová, J., Brouland, P. 2013. Obchodní francouzština. Français commercial. Brno: Edika.
Magnet, P. (éd.). 2000. La Constitution de l'Europe. Bruxelles: Editions de l'Université de Bruxelles.
Majone, G. 1996. Les Communautés européennes : un Etat régulateur. Paris: Montchrestien.
Maury, S. 2011. Manuel de GRH dans la fonction publique. Droit et pratiques. La documentation française. CNED.
Penfornis, J. – L. 2006. Le Français du droit. Affaires, Europe, administration, justice, travail, contrats. Clé International.
Penfornis, J. – L. 2004. Vocabulaire progressif du français des affaires. Clé International.
Pravda, M., Pravdová, M. 2006. Francúzština pre samoukov.
Pravdová, M. 2011. Le français pour vous. Praha: Leda.
Rey-Debove, J., Rey, A. 2004. Le Nouveau Petit Robert. Paris: Dictionnaires les Robert.
Riehl, L., Soignet, M., Amiot, M.-H. 2008. Objectif diplomatie 1 : Le français des relations européennes et internationales. Hachette.
Riehl, L., Soignet, M., Amiot, M.-H. 2008. Objectif diplomatie 2 : Le français des relations européennes et internationales. Hachette.
Soignet, M. 2003. Le français juridique : Droit, administration, affaires. Hachette International.
Theule, Le, F.-G. 2012 La fonction publique européenne. Ecole nationale d'administration.
Thomas, Y. 1995. Histoire de l'administration. Paris: La Découverte.
Thuillier, Y., Tulard, J. 1994. Histoire de l'administration française. Paris: PUF.
Thysebaert, B. 2000. Le livre blanc du SFIE (Syndicat des fonctionnaires internationaux et européens).
Tichý, L. et al. 2005. Čtyřjazyčný slovník evropského práva. Anglicko – česko – francouzsko – slovenský. Praha: Linde.
Tuláček, J., Bakeš, M., Marková, H. 2000. Česko-Anglicko-Německo-Francouzský slovníček právních pojmů, 2. vydání. Praha: Linde Praha, a.s.

Vos, E. European Administrative Reform and Agencies. In: European University Institute Working Paper, Florence, RSC n° 2000/51.

Course language:

French: A2 - B2

Notes:

Course assessment

Total number of assessed students: 289

abs	neabs
94.12	5.88

Provides: Bc. Mgr. Karin Semaník Miklóssiová, PhD., Mgr. Lucia Gallová, PhD.

Date of last modification: 14.09.2023

Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KAaA/2FJEVSII/15	Course name: 2. French Language for European Public Administration II
Course type, scope and the method: Course type: Practice Recommended course-load (hours): Per week: 2 Per study period: 28 Course method: present	
Number of ECTS credits: 5	
Recommended semester/trimester of the course: 5.	
Course level: I.	
Prerequisites: KAaA/2FJEVSI/12	
Conditions for course completion: The test administered during the 7. and 14. week shall put the material covered during the lectures and prepared for homework to test. In order to get the grade, the final results of both tests shall exceed 70%. No additional dates are to be set. In case the teacher is in need to reschedule the date of the test, students shall learn about it well in advance via the official website of the department and/or through mail. Students are expected to attend the classes regularly and participate actively. More than two missed attendances will prevent the teacher from giving the student their final grade. The case of not being prepared for class is also considered missed absence. In case the student does not possess their own copy of the material for class, the teacher is entitled to ask the student to leave the classroom. Students must respect the way they were assigned to the groups. In case of any questions, you may contact the teacher at: karin.miklossiova@upjs.sk or karin.miklossiova@gmail.com Grading: Test n. 1. - 50% Test n. 2. - 50% Together: 100% Scale: A 100-94 %, B 93-89 %, C 88-83 %, D 82-77 %, E 76-70 %, FX 69 % and less	
Learning outcomes: The subject is focused on the development of students' language competences, on strengthening and developing all language skills, especially in French, which is necessary for everyday communication, necessary for successfully managing student stays within international projects (e.g. Erasmus), in administrative French, as well as with regard to future possibilities application of students on the labor market within the euro. institutions, at the beginner to intermediate level of language proficiency (A1 to B2) according to the Common European Framework of Reference for Languages. Emphasis is placed on the active use of a foreign language in everyday life, in an administrative environment and in future professional activities.	
Brief outline of the course: 1. week: introductory class, getting the students acquainted with the organization of the semester and conditions under which the grades may be granted 2. - 6. week: working with texts, translations, exercises 7. week: test n. 1 8. - 13. week: working with texts, translations, exercises 14. week: test n. 2	
Recommended literature: Berg, R. – J. 2005. Parlons affaires! : Initiation au français économique et commercial. Heinle. Bernard, G., Deschodt, J.-P. 2011. Dictionnaire de la politique et de l'administration. Paris: PUF.	

<p>Bomati, Y. et al. 2008. L'administration en bons termes - 1000 mots pour comprendre et utiliser le langage administratif. Paris: Vuibert. Cornu, G. 2007. Vocabulaire juridique. Quadrige. Černá, L., Kulhajová, B. 2009. Le Français juridique. Leges. Delamarre, M., Gristi, E. 2004. Comprendre l'administration - Organisation, fonctionnement, modernisation. Paris: DF. Delwit, P. et. al. 1999. A quoi sert le Parlement européen ? Bruxelles: Complexe. ENA. 2013. La responsabilité administrative : comparaison internationale. Ecole nationale d'administration. Ferry, J.-M. 2000. La question de l'Etat européen. Paris: Gallimard. Grevisse, M. 2009. Le Petit Grevisse. Grammaire française. Bruxelles: De Boeck Duculot. Guinchard, S., Debard, T. 2010. Lexique des termes juridiques : Edition 2011. Dalloz. Ignasse, G., Lenoir, H. 1999. Fonction publique et formation continue en Europe. L'Harmattan. Kidlesová, Z., Priesolová, J. 2007. Francouzština v hospodářství – Le Français dans l'économie. Ekopress. Kořenský, J., Cvrček, F., Novák, F. 1999. Juristická a lingvistická analýza právních textů. Praha: Academia. Kozmová, J., Brouland, P. 2013. Obchodní francouzština. Français commercial. Brno: Edika. Magonette, P. (éd.). 2000. La Constitution de l'Europe. Bruxelles: Editions de l'Université de Bruxelles. Majone, G. 1996. Les Communautés européennes : un Etat régulateur. Paris: Montchrestien. Maury, S. 2011. Manuel de GRH dans la fonction publique. Droit et pratiques. La documentation française. CNED. Penfornis, J. – L. 2006. Le Français du droit. Affaires, Europe, administration, justice, travail, contrats. Clé International. Penfornis, J. – L. 2004. Vocabulaire progressif du français des affaires. Clé International. Pravda, M., Pravdová, M. 2006. Francúzština pre samoukov. Pravdová, M. 2011. Le français pour vous. Praha: Leda. Rey-Debove, J., Rey, A. 2004. Le Nouveau Petit Robert. Paris: Dictionnaires les Robert. Riehl, L., Soignet, M., Amiot, M.-H. 2008. Objectif diplomatie 1 : Le français des relations européennes et internationales. Hachette. Riehl, L., Soignet, M., Amiot, M.-H. 2008. Objectif diplomatie 2 : Le français des relations européennes et internationales. Hachette. Soignet, M. 2003. Le français juridique : Droit, administration, affaires. Hachette International. Theule, Le, F.-G. 2012 La fonction publique européenne. Ecole nationale d'administration. Thomas, Y. 1995. Histoire de l'administration. Paris: La Découverte. Thuillier, Y., Tulard, J. 1994. Histoire de l'administration française. Paris: PUF. Thysebaerr, B. 2000. Le livre blanc du SFIE (Syndicat des fonctionnaires internationaux et européens). Tichý, L. et al. 2005. Čtyřjazyčný slovník evropského práva. Anglicko – česko – francouzsko – slovenský. Praha: Linde. Tuláček, J., Bakeš, M., Marková, H. 2000. Česko-Anglicko-Německo-Francouzský slovníček právních pojmů, 2. vydání. Praha: Linde Praha, a.s. Vos, E. European Administrative Reform and Agencies. In: European University Institute Working Paper, Florence, RSC n° 2000/51.</p>						
Course language: French: A2 - B2						
Notes:						
Course assessment Total number of assessed students: 220						
A	B	C	D	E	FX	
27.27	25.45	20.45	11.36	13.64	1.82	
Provides: Bc. Mgr. Karin Semaník Miklóssiová, PhD., Mgr. Lucia Gallová, PhD.						
Date of last modification: 14.09.2023						
Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka						

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KVPD/AJ-ASYS EÚ-d/22	Course name: Administrative System of the EU
Course type, scope and the method: Course type: Lecture / Practice Recommended course-load (hours): Per week: 2 / 1 Per study period: 28 / 14 Course method: present	
Number of ECTS credits: 5	
Recommended semester/trimester of the course: 3.	
Course level: I.	
Prerequisites:	
Conditions for course completion: Continuous assessment: 2x written test (max. 20 points), presentation (max. 20 points). Final evaluation: oral exam (max. 60 points). During the final evaluation, the interim evaluation is also taken into account, the grade is awarded according to the classic evaluation scale. 100% participation in seminars is required from students. For each non-participation in the seminars, the teacher will determine a substitute written performance. A maximum of 3 absences can be replaced. Based on the seriousness of the reason for non-participation, the teacher will assess whether he will determine written compliance or excuse the student's non-participation without written compliance.	
Learning outcomes: The aim of the course "The Administrative System of the EU" is to introduce students to the institutional system of the European Union as a set of bodies and their interrelationships through which the European Union carries out the tasks entrusted to it by the Member States. Students will acquire a basic but qualified knowledge of the institutional framework of the European Union, its structure, the historical determinants of its creation and development, its mode of creation, its competences and its interrelationships.	
Brief outline of the course: 1.The European Union's administrative system 2.The European Economic and Social Committee 3.The European Committee of the Regions 4.The European Investment Bank and the European Investment Fund 5.The European Ombudsman 6.The European Public Prosecutor's Office 7.European External Action Service 8.The European Data Protection Supervisor and the European Data Protection Board 9.European School of Public Administration, European Personnel Selection Office 10.Publications Office of the European Union, Computer Emergency Response Team 11.Decentralised agencies 12.Common Foreign and Security Policy agencies 13.Executive Agencies, Euratom Agencies and Bodies	
Recommended literature: 1. HODSON, D. and J. PETERSON: The Institutions of the European Union - The New European Union Series. Fourth edition. Oxford: Oxford University Press, 2017. 2. CRAIG, P. and G. DE BURCA: EU Law: Text, Cases and Materials. Sixth edition. Oxford: Oxford University Press, 2015. Literature in Slovak language	

Compulsory literature:

1. ALMAN, T., 2018. Ústavné právo Európskej únie. 1. vyd. Košice: Univerzita P. J. Šafárika v Košiciach. 136 s. ISBN 978-80-8152-602-2.

Recommended literature:

2. KARAS, V. a A. KRÁLIK, 2012. Právo Európskej únie. 1. vyd. Praha: C. H. Beck. 526 s. ISBN 978-80-7179-287-1.

3. MAZÁK, J. a M. JÁNOŠÍKOVÁ, 2009. Základy práva Európskej únie : Ústavný systém a súdna ochrana. 1. vyd. Bratislava: IURA EDITION s.r.o. 740 s. ISBN 978-80-8078-289-4.

4. SIMAN, M a M. SLAŠŤAN, 2012. Právo Európskej únie. Bratislava: EUROIURIS. 1232 s. ISBN 978-80-969554-3-5.

5. TICHÝ, L. a kol., 2014. Evropské právo. 5. vyd. Praha: C. H. Beck. 800 s. ISBN 978-80-7400-546-6.

6. CHRENŠŤ, J. a A. NESVADBA, 2020. Právo Európskej únie. Bratislava: Akadémia Policajného zboru v Bratislave. 338 s. ISBN: 978-80-8054-868-1.

Course language:

English language

Notes:**Course assessment**

Total number of assessed students: 0

A	B	C	D	E	FX
0.0	0.0	0.0	0.0	0.0	0.0

Provides: doc. JUDr. Mgr. Michal Jesenko, PhD., Mgr. Viktória Adamov Kráľová, PhD.

Date of last modification: 16.09.2024

Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KVPD/AJAIREU-st/19	Course name: Administrative and Institutional Framework of the EU
Course type, scope and the method: Course type: Recommended course-load (hours): Per week: Per study period: Course method: present	
Number of ECTS credits: 1	
Recommended semester/trimester of the course: 5., 6..	
Course level: I.	
Prerequisites:	
Conditions for course completion: Obtaining the required number of credits in the composition prescribed by the curriculum.	
Learning outcomes: Verification of the acquired competences of the student in accordance with the profile of the graduate.	
Brief outline of the course: <ol style="list-style-type: none"> 1. Administrative system of the European Union - the origin, development, conceptual definition. 2. European Council (the origin, development, general characteristics, powers). 3. Council of the European Union (the origin, development, general characteristics, powers). 4. European Commission (the creation, development, general characteristics, powers). 5. Council of the European Union (the creation, development, general characteristics, powers). 6. The European Parliament (the creation, development, general characteristics, powers). 7. Financial institutions of the European Union and the administrative apparatus of the European Council, the Council of the European Union, the European Commission and the European Parliament. 8. Committee of the Regions (the general characteristics, creation and composition, powers and activities). 9. Economic and Social Committee (the general characteristics, creation and composition, powers and activities). 10. European Ombudsman. 11. Court of Auditors and the bodies of the European Union providing training activities for European civil servants. 12. European Publications Office and the publications database, the European Personnel Selection Office and the categorisation of posts in the European Union 13. Court of Justice of the European Union (the characteristics, competences). 14. Institutions covering the foreign and security policy of the European Union. 15. Institutions covering the area of freedom, security and justice in the European Union. 	
Recommended literature:	
Course language:	

English Language					
Notes:					
Course assessment					
Total number of assessed students: 0					
A	B	C	D	E	FX
0.0	0.0	0.0	0.0	0.0	0.0
Provides:					
Date of last modification: 22.08.2022					
Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka					

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KVPaTVS/AJ-ASP-EVS-d/22	Course name: Applied Social Policy
Course type, scope and the method: Course type: Lecture / Practice Recommended course-load (hours): Per week: 2 / 1 Per study period: 28 / 14 Course method: present	
Number of ECTS credits: 5	
Recommended semester/trimester of the course: 4.	
Course level: I.	
Prerequisites:	
Conditions for course completion: Continuous assessment (test, independent work...): pwp presentation + paper Final assessment (exam, final thesis...): written exam The condition for granting credit /interim assessment/ is the processing of a presentation on a specific topic from a partial part of social policy (each student separately) + a report on the given topic. Topics are assigned in the 1st week of the semester in person (those who do not receive the topic in person for objective reasons) agree on the topic online with the teacher. In the 2nd week of the semester, it is necessary for each student to know what topic he has to work on. The date of the presentation is determined in the 1st week of the semester at the latest. The originality of the processing (both formal and content), clarity, brevity, accuracy, objectivity, (orientation in the issue) visibility-distinction, interest are evaluated. The selection of relevant processing sources is also important, of which there must be at least 10. At the beginning of the semester, students are familiar with what relevant sources are. Minimum duration of 15 minutes. The student will hand in one carrier with the presentation marked with the name of the student who is the author. Range of at least 15 slides. Sources are listed on each slide, as well as in the bibliography (according to the standard that is listed on the faculty's website in accordance with the dean's instructions for writing final theses). The dean's instructions for writing theses are also listed in the LS system of UPJŠ on the Social Policy course page. The paper on the topic is part of the fulfillment of the conditions. Range min. 10 standard pages. The form according to the dean's instructions, which is published in the UPJS LMS for the subject. The trainer can award the student plus points for the activity at the seminar, but also minus points if the student is not ready for the class according to the schedule of duties for individual seminar exercises in the syllabus. For the presentation in PWP, it is also necessary to add a verbal description, report, commenting on each part of the presentation, up to 10 standard pages. Students are informed about all the details of the presentation and the related report, formal, but above all content, in 1 meeting, they can write any questions to the appropriate email, always from the official student account at UPJŠ.	

<p>The student is obliged to come to seminar exercises prepared in terms of the syllabus. If he is not ready, he can be evaluated with a minus point, and if he is ready, he will be evaluated with plus points, which are added to the total sum for the semester.</p> <p>100% participation in seminars is required from students. For each non-participation in the seminars, the teacher will determine a substitute written performance. A maximum of 3 absences can be replaced. Addendum: the teacher will assess, based on the seriousness of the reason for non-participation, whether he will determine written compliance or excuse the student's non-participation without written compliance.</p>																	
<p>Learning outcomes:</p> <p>To acquaint students with characteristics of social policy, principles, functions, theoretical and ideological concepts in theory and application to practice. Emphasis is placed on understanding social policy both as a scientific discipline and as a practical activity, which focuses not only on the problems of social security of the population against the negative social consequences of the economic and political transformation process, but also on policies with significant reactivation stimulative and developmental aspects. This course also aims to synthesize knowledge from already completed subjects of social policy, sociology, law, political science and economics, both in theoretical and practical areas.</p> <p>These characteristics of SP are applied in the course to selected current problematic social events in the framework of employment policy, health policy, housing and family policy, especially in Slovakia.</p>																	
<p>Brief outline of the course:</p> <ul style="list-style-type: none"> - definition of the concept of social policy, political system of the Slovak Republic, legislative process in the National Council of the Slovak Republic, specifics of the SP in the Slovak Republic - basic principles and goals of social policy, application to practice in Slovakia - types and models of social policy, application to practice in Slovakia - functions and tools of social policy, application to practice in Slovakia - the role of the state in the SP; welfare state, application to practice in SR - HP and SP relationship; concept of social market economy - education policy, theoretical concept and current issues - employment policy, theoretical concept and current issues - family policy, theoretical concepts and current issues - health policy, theoretical concept and current issues - housing policy, theoretical concept and current problems 																	
Recommended literature:																	
Course language:																	
Notes:																	
<p>Course assessment</p> <p>Total number of assessed students: 0</p> <table border="1"> <thead> <tr> <th>A</th><th>B</th><th>C</th><th>D</th><th>E</th><th>FX</th></tr> </thead> <tbody> <tr> <td>0.0</td><td>0.0</td><td>0.0</td><td>0.0</td><td>0.0</td><td>0.0</td></tr> </tbody> </table>						A	B	C	D	E	FX	0.0	0.0	0.0	0.0	0.0	0.0
A	B	C	D	E	FX												
0.0	0.0	0.0	0.0	0.0	0.0												
Provides: doc. PhDr. Richard Geffert, Ph.D.																	
Date of last modification: 12.09.2023																	
Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka																	

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: Dek. FVS/AJ-ESBP1-d/24	Course name: Bachelor Thesis Seminar I.
Course type, scope and the method: Course type: Lecture / Practice Recommended course-load (hours): Per week: 0 / 2 Per study period: 0 / 28 Course method: present	
Number of ECTS credits: 2	
Recommended semester/trimester of the course: 5.	
Course level: I.	
Prerequisites:	
Conditions for course completion:	
Learning outcomes:	
Brief outline of the course:	
Recommended literature:	
Course language:	
Notes:	
Course assessment Total number of assessed students: 0	
abs	neabs
0.0	0.0
Provides: doc. Ing. Anna Čepelová, PhD., PhDr. Milan Douša, PhD., PhDr. Jana Džuňová, PhD., Ing. Zuzana Hrabovská, PhD., PhDr. Darina Koreňová, PhD., univerzitná docentka, Ing. Eva Mihaliková, PhD., univerzitný docent, Ing. Lenka Pčolinská, PhD., doc. Ing. Ladislav Suhányi, PhD., MBA, Mgr. Gizela Brutovská, PhD., doc. Mgr. Iveta Jeleňová, PhD., doc. Mgr. Gabriela Kravčáková, PhD., doc. PhDr. Lenka Lachytová, PhD., MBA, PhDr. Eliška Zásadová, PhD., Mgr. Jozef Andrejčák, PhD., Mgr. Veronika Džatková, PhD., PhDr. Miroslav Fečko, PhD., doc. PhDr. Richard Geffert, Ph.D., Ing. Kristína Guzyová, PhD., doc. Ing. PhDr. Stanislav Konečný, PhD., Mgr. Katarína Miňová, PhD., PhDr. Ondrej Mital', PhD., doc. PhDr. Drahomíra Ondrová, CSc., doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka, Mgr. Viktória Adamov Kráľová, PhD., PhDr. Peter Derevjaník, PhD., JUDr. Róbert Gyuri, PhD., prof. Dr. Ivan Halász, Ph.D., doc. JUDr. Mgr. Michal Jesenko, PhD., JUDr. Martina Kantorová, PhD., Mgr. PhDr. Rastislav Král, PhD., doc. JUDr. Peter Molitoris, PhD., doc. JUDr. Martin Vernarský, PhD., PhDr. Jana Volochová, PhD., doc. JUDr. Vladimíra Žofčinová, PhD.	
Date of last modification: 03.05.2024	
Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka	

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: Dek. FVS/AJ-ESBP2-d/24	Course name: Bachelor Thesis Seminar II.
Course type, scope and the method: Course type: Lecture / Practice Recommended course-load (hours): Per week: 0 / 2 Per study period: 0 / 28 Course method: present	
Number of ECTS credits: 2	
Recommended semester/trimester of the course: 6.	
Course level: I.	
Prerequisites:	
Conditions for course completion:	
Learning outcomes:	
Brief outline of the course:	
Recommended literature:	
Course language:	
Notes:	
Course assessment Total number of assessed students: 0	
abs	neabs
0.0	0.0
Provides: doc. Ing. Anna Čepelová, PhD., PhDr. Milan Douša, PhD., PhDr. Jana Džuňová, PhD., Ing. Zuzana Hrabovská, PhD., PhDr. Darina Koreňová, PhD., univerzitná docentka, Ing. Eva Mihalíková, PhD., univerzitný docent, Ing. Lenka Pčolinská, PhD., doc. Ing. Ladislav Suhányi, PhD., MBA, Mgr. Gizela Brutovská, PhD., doc. Mgr. Iveta Jeleňová, PhD., doc. Mgr. Gabriela Kravčáková, PhD., doc. PhDr. Lenka Lachytová, PhD., MBA, PhDr. Eliška Zásadová, PhD., Mgr. Jozef Andrejčák, PhD., Mgr. Veronika Džatková, PhD., PhDr. Miroslav Fečko, PhD., doc. PhDr. Richard Geffert, Ph.D., Ing. Kristína Guzyová, PhD., doc. Ing. PhDr. Stanislav Konečný, PhD., Mgr. Katarína Miňová, PhD., PhDr. Ondrej Mital', PhD., doc. PhDr. Drahomíra Ondrová, CSc., doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka, Mgr. Viktória Adamov Kráľová, PhD., PhDr. Peter Derevjaník, PhD., JUDr. Róbert Gyuri, PhD., prof. Dr. Ivan Halász, Ph.D., doc. JUDr. Mgr. Michal Jesenko, PhD., JUDr. Martina Kantorová, PhD., Mgr. PhDr. Rastislav Král, PhD., doc. JUDr. Peter Molitoris, PhD., doc. JUDr. Martin Vernarský, PhD., PhDr. Jana Volochová, PhD., doc. JUDr. Vladimíra Žofčinová, PhD.	
Date of last modification: 03.05.2024	
Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka	

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KEaRVS/AJ- BaPvEÚ-d/24	Course name: Banking and Insurance in the EU countries
Course type, scope and the method: Course type: Lecture / Practice Recommended course-load (hours): Per week: 1 / 2 Per study period: 14 / 28 Course method: present	
Number of ECTS credits: 5	
Recommended semester/trimester of the course: 2.	
Course level: I.	
Prerequisites:	
Conditions for course completion: The course concludes with a classified assessment. The classified assessment is obtained based on the sum of points of the conditions for classified assessment: Attendance in classes according to the study order and teacher's instructions to the extent of 80%. Seminar activity - a student can gain a maximum of 20 points, with no minimum specified. Ongoing assessment: 1st test maximum 15 points, no minimum specified, 2nd test maximum 25 points, no minimum specified. Submission and presentation of the assignment – maximum 40 points, no minimum specified (students submit the assignment and simultaneously present it on a topic related to current issues in banking and insurance, topic selection is up to the student, with subsequent approval by the teacher). To achieve grade A, one needs to obtain 91 – 100 points, for grade B 81 – 90 points, for grade C 71 – 80 points, for grade D 61 – 70 points, and for grade E 52 – 60 points. In case a student scores less than 52 points within regular classified assessment, during the pre-exam week, they can take a corrective classified assessment, which will be in the form of a test covering the material for the entire semester, with a scope of 40 points. Credits will not be awarded to a student who does not obtain at least 52 points in the final assessment. Detailed conditions for successfully completing the subject are updated annually on the electronic notice board of the subject in AiS2 or in the repository for digital support materials (LMS Moodle UPJŠ).	
Learning outcomes: The aim of the course is to increase students' financial literacy. The course focuses on banking and insurance as part of the national economy, defines the legislative framework of these sectors. Students will have the opportunity to get acquainted with the organization of the banking system in Slovakia, the position of the National Bank of Slovakia, Central European Bank and other banks in the market system. they will learn to use payment instruments, they will have the opportunity to get acquainted with the basic steps and documentation when concluding credit agreements. At the same time, the aim of the course is to ensure that students understand how the single insurance market works, so that they can orientate themselves in insurance products and industries.	
Brief outline of the course:	

1. Financial system: The role of the financial system, financial markets and financial instruments, participants in financial markets, regulation of financial markets. 2. Nature and characteristics of banking. History and development of international banking. Historical development of banks. 3. Monetary developments in Europe. European banking and international financial centers. Page: 2 4. Money circulation management and issuance of banknotes and coins. Monetary policy. 5. European banking systems. Types of organization of the European banking sector. Universal banking system. Specialized European system. 6. Characteristics of banking development in Europe today. European system (European System of Central Banks and Eurosystem, European Central Bank). 7. Multilateral financial institutions: European Bank for Reconstruction and Development, European Investment Bank, International Monetary Fund, World Bank. 8. The role of national central banks in European banking. Breakdown and functions of commercial banks. 9. Slovak Insurance and the EU. Insurance theories and insurance systems. Risk classification and financial coverage of risks. 10. Premiums and its optimization. Characteristics of life and non-life insurance. Contractual and legal insurance. 11. Liability insurance. Reinsurance and its importance. 12. Specialized banking and bancassurance in Europe. Bancassurance - causes and reasons for its occurrence. 13. Electronic banking.					
Recommended literature: F. S. MISHKIN, 2014, The Economics of Money, Banking, and Financial Markets, Pearson College Division, Canada					
Course language: english					
Notes:					
Course assessment Total number of assessed students: 0					
A	B	C	D	E	FX
0.0	0.0	0.0	0.0	0.0	0.0
Provides: PhDr. Milan Douša, PhD.					
Date of last modification: 03.05.2024					
Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka					

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KVPaTVS/AJ- KPSVŠ-d/22	Course name: Comparison of Political Systems of Selected States
Course type, scope and the method: Course type: Lecture / Practice Recommended course-load (hours): Per week: 2 / 1 Per study period: 28 / 14 Course method: present	
Number of ECTS credits: 5	
Recommended semester/trimester of the course: 3.	
Course level: I.	
Prerequisites:	
Conditions for course completion: Continuous assessment (e.g. test, independent work ...): 2 written examinations, presentation in PP Final assessment (e.g. exam, final written examination ...): oral exam	
Learning outcomes: After completing the course, the student should be able to navigate in the political systems of the analyzed states, as well as to compare their subsystems with each other. To consider the possibilities of using the components of the given political systems in the range of SR.	
Brief outline of the course: 1. Netherlands 2. Belgium 3. Sweden 4. Austria 5. Russian Federation 6. Poland 7. Estonia 8. Latvia 9. Lithuania 10. Slovakia 11. Czech Republic 12. European Union 13. European Union	
Recommended literature: 1. NEWTON, K (2009): Foundations of Comparative Politics Democracies of the Modern World, Cambridge University Press. 2. https://www.vlada.gov.sk/ 3. https://www.nrsr.sk/web/ 4. https://www.senate.gov/ 5. https://www.house.gov/	

6. <https://www.whitehouse.gov/> <https://www.parliament.uk/> <https://www.bundestag.de/> <https://www.bundesrat.de/> <http://www.riksdagen.se/> and other official websites of the selected states

Course language:

English language

Notes:

The midterm written examination and midterm test nor the presentation on the specified topic are not conditional on obtaining a minimum number of points. However, a minimum of 30 points must be achieved when the individual sub-conditions are added together. If the student does not obtain the minimum number of points (30) required to progress to the examination, he/she is entitled to 1 remedial written examination. In this remedial examination, the student must achieve a minimum of 30 points /out of 50/. If the student fails to meet these conditions, he/she cannot progress to the examination (he/she is graded X).

If the student fulfils the conditions for advancement to the examination (min. 30 and max. 50 points from the continuous performance during the semester), these are added to the number of points obtained in the written examination, which consists of a test of 50 questions, where each question is worth 1 point /total-50 points/. Here, a minimum of 21 points is required (21 + 30 - minimum points for both the exam and the semester = 51 points which is a grade of "E").

The pwp presentation is always on a specified topic assigned at the beginning of the semester with a schedule for presentation in the first or second seminar. Two students participate (depending on the number of students in the seminar group and the teacher's decision). It is evaluated for originality of processing (formal and content), clarity, conciseness, accuracy, visibility-resolution, interestingness. The selection of relevant sources of the treatment is also important, of which there must be at least 5. Duration of at least 10 and no more than 15 minutes. The student will hand in one presentation medium marked with the names of the students who are the authors of the treatment.

The student is required to attend the seminar exercises prepared in terms of the syllabus. If he/she is not prepared, he/she may be assessed a minus point; likewise, if he/she is prepared, he/she will be assessed plus points, which will be added to the semester total.

Students are required to have 100% - t attendance in seminars. The teacher will assign a remedial writing assignment for each absence. No more than 3 absences may be substituted by remedial writing assignment. Addendum: The teacher will judge, based on the severity of the reason for the absence, whether to assign a written assignment or excuse the student's absence without it.

Course assessment

Total number of assessed students: 0

A	B	C	D	E	FX
0.0	0.0	0.0	0.0	0.0	0.0

Provides: Mgr. Veronika Džatková, PhD.

Date of last modification: 24.08.2022

Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KVPD/AJ-USTEU-d/22	Course name: Constitutional Law of the EU
Course type, scope and the method: Course type: Lecture / Practice Recommended course-load (hours): Per week: 2 / 1 Per study period: 28 / 14 Course method: present	
Number of ECTS credits: 5	
Recommended semester/trimester of the course: 2.	
Course level: I.	
Prerequisites:	
Conditions for course completion: Test (max. 20 points), presentation (max. 20 points). The minimum is 21 points, together for the test and presentation. Final evaluation: oral exam (max. 60 points). The final evaluation also takes into account the ongoing evaluation, the mark is awarded according to the classic evaluation scale.	
Learning outcomes: After completing the course, students are oriented in with the European integration process, mastering the basics of the legal system of the European Union in the position of a supranational legal system.	
Brief outline of the course: <ol style="list-style-type: none"> European integration Content: The term "European integration". Development stages of integration. The emergence of three European communities. Developmental milestones. The creation of the European Union. The enlargement process. Slovakia on its way to the European Union. The international legal status of the European Union and the division of power in the European Union Content: The international legal status of the EU. EU values and goals. Division of powers in horizontal and vertical sense. EU competences. Powers of the Member States and EU law. States as a constitutive element of the European Union Content: Membership in the European Union and its creation, suspension of membership and withdrawal of a Member State from the European Union. The institutional system of the European Union Content: The organizational structure of the EU. Definition of the powers of individual bodies. The institutional system of the European Union Content: The organizational structure of the EU. Definition of the powers of individual bodies. The institutional system of the European Union Content: The organizational structure of the EU. Definition of the powers of individual bodies. The institutional system of the European Union Contents: The organizational structure of the EU. Definition of the powers of individual bodies. Citizenship of the European Union 	

<p>Content: The emergence and demise of EU citizenship. Rights and obligations deriving from EU citizenship.</p> <p>9. Fundamental rights and freedoms in the European Union</p> <p>Content: Development of the protection of fundamental rights and freedoms. EU Charter of Fundamental Rights - content and structure. EU human rights bodies.</p> <p>10. The system of law and sources of European Union law</p> <p>Content: The nature of EU law. Classification of sources of EU law. Primary sources of law. International agreements concluded between the EU and third countries, or international organizations. General legal principles. Secondary sources of EU law. Principles of the applicability of EU law in the legal systems of the Member States.</p> <p>11. Topic: Law-making in the European Union</p> <p>Content: Primary law-making. Creation of acts of secondary law. Official Journal of the European Union. Involvement of national parliaments in the legislative process.</p> <p>12. Topic: Creation of law in the European Union</p> <p>Content: Creation of acts of secondary law. Official Journal of the European Union. Involvement of national parliaments in the legislative process.</p> <p>13. Topic: Judicial protection in the European Union</p> <p>Content: EU judicial system. Types of proceedings before the Court of Justice of the EU. Procedural aspects of proceedings before the Court of Justice of the EU.</p>																	
<p>Recommended literature:</p> <p>1. HAMULÁK, Ondrej a Václav STEHLÍK. European Union constitutional law: revealing the complex constitutional system of European Union. Olomouc: Univerzita Palackého, 2013. ISBN 9788024436159.</p> <p>2. VARGA, Peter: Fundamentals of European Union Law, Trnavská univerzita v Trnave, Právnická fakulta, 2013, ISBN: 978-80-8082-720-5</p> <p>3. The Oxford handbook of The European Union. Editor Erik JONES, editor Anand MENON, editor Stephen WEATHERILL. Oxford: Oxford University Press, 2014. ISBN 9780198714798</p>																	
<p>Course language:</p> <p>English language</p>																	
<p>Notes:</p>																	
<p>Course assessment</p> <p>Total number of assessed students: 0</p> <table border="1"> <thead> <tr> <th>A</th><th>B</th><th>C</th><th>D</th><th>E</th><th>FX</th></tr> </thead> <tbody> <tr> <td>0.0</td><td>0.0</td><td>0.0</td><td>0.0</td><td>0.0</td><td>0.0</td></tr> </tbody> </table>						A	B	C	D	E	FX	0.0	0.0	0.0	0.0	0.0	0.0
A	B	C	D	E	FX												
0.0	0.0	0.0	0.0	0.0	0.0												
<p>Provides: doc. JUDr. Mgr. Michal Jesenko, PhD.</p>																	
<p>Date of last modification: 11.09.2024</p>																	
<p>Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka</p>																	

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KVPD/AJ-KaDOEÚ-d/24	Course name: Control and Supervisory Bodies in the European Union
Course type, scope and the method: Course type: Lecture / Practice Recommended course-load (hours): Per week: 2 / 1 Per study period: 28 / 14 Course method: present	
Number of ECTS credits: 5	
Recommended semester/trimester of the course: 3.	
Course level: I.	
Prerequisites:	
Conditions for course completion: The course ends with a graded assessment. The classified assessment is obtained on the basis of the number of points from the written test that the student takes during the semester (max. 80 points) and the preparation of the seminar paper (max. 20 points). It is necessary to obtain 91-100 points for the final grade A, 81-90 points for grade B, 71-80 points for grade C, 61-70 points for grade D and 52-60 points for grade E. Credits will not be granted to a student who did not obtain at least 52 points in the final assessment. Detailed conditions for successful completion of the subject are updated annually on the subject's electronic bulletin board in AiS2 or in the repository for digital support materials (LMS Moodle UPJŠ).	
Learning outcomes: After completing the course, students will acquire the necessary knowledge of the issues of control and supervisory bodies. In addition to an analysis of the conditions in selected European Union countries and in the European Union itself, the course will also include general information on the basic institutions (control, supervision, public prosecutor, ombudsman, etc.). The course is conceptually, logically and temporally linked to the Theory of State and Law, the Constitutional Law of the European Union and, in parallel, the EU Administrative System, where students will acquire background information. The course also extends the range of information from the application practice.	
Brief outline of the course: 1. Control Content: Theoretical background of control, classification of control 2. Control and supervision Content: The institute of supervision, the functions of control and supervision 3. Historical and theoretical foundations of the prosecution Content: A brief theoretical and historical excursus 4. The Prosecutor's Office as a law protection body Content: A conceptual definition of the prosecutor's office, the models of prosecutor's office 5. The position of the prosecutor's office in the power-sharing system	

<p>Content: The position of the prosecutor's office in the system of law protection bodies</p> <p>6. The Prosecutor's Office of the Slovak Republic</p> <p>Content: The constitutional and legal position of the Prosecutor's Office in the Slovak Republic</p> <p>7. The Prosecutor's Office in selected EU countries</p> <p>Content: The constitutional and legal status of the prosecutor's office in a selected country</p> <p>8. The Prosecutor's Office in selected EU countries</p> <p>Content: The constitutional and legal status of the prosecutor's office in a selected country</p> <p>9. The Prosecutor's Office in selected EU countries</p> <p>Content: The constitutional and legal status of the prosecutor's office in a selected country</p> <p>10. Public Defender of Rights (Ombudsman)</p> <p>Content: Historical and theoretical background of the function of the Ombudsman, basic concepts</p> <p>11. Public Defender of Rights (Ombudsman)</p> <p>Content: Classification, functions of the Ombudsman, position of the Ombudsman in the system of law protection bodies</p> <p>12. Public Defender of Rights (Ombudsman) in the EU countries</p> <p>Content: Constitutional and legal status of the Ombudsman in the Slovak Republic and in the selected EU countries</p> <p>13. Other supervisory and control bodies</p> <p>Content: Other supervisory and control bodies. European Ombudsman. European Public Prosecutor's Office.</p>																	
<p>Recommended literature:</p> <p>STONE, R. W.: Controlling Institutions: International Organizations and the Global Economy Paperback. Cambridge: Cambridge University Press, 2011.</p>																	
<p>Course language:</p> <p>english</p>																	
<p>Notes:</p>																	
<p>Course assessment</p> <p>Total number of assessed students: 0</p> <table border="1"> <thead> <tr> <th>A</th><th>B</th><th>C</th><th>D</th><th>E</th><th>FX</th></tr> </thead> <tbody> <tr> <td>0.0</td><td>0.0</td><td>0.0</td><td>0.0</td><td>0.0</td><td>0.0</td></tr> </tbody> </table>						A	B	C	D	E	FX	0.0	0.0	0.0	0.0	0.0	0.0
A	B	C	D	E	FX												
0.0	0.0	0.0	0.0	0.0	0.0												
<p>Provides: Mgr. Viktória Adamov Kráľová, PhD.</p>																	
<p>Date of last modification: 03.05.2024</p>																	
<p>Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka</p>																	

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KVPD/ AJ-RPPSK-d/22	Course name: Decision-making Processes and Principles of Administrative Proceedings
Course type, scope and the method: Course type: Lecture / Practice Recommended course-load (hours): Per week: 2 / 1 Per study period: 28 / 14 Course method: present	
Number of ECTS credits: 5	
Recommended semester/trimester of the course: 5.	
Course level: I.	
Prerequisites:	
Conditions for course completion: I. Evaluation conditions: 1. Attendance at classes in accordance with the study regulations and the teacher's instructions. 2. Activity at consultations (max. 10 points). 3. Self-study of recommended literature. 4. Completion of two continuous written tests (max. 10 and min. 6 points) 5. Completion of two case studies (max. 10 and min. 6 points) A minimum of 24 points is required for a passing grade.	
Learning outcomes: By completing the course, the student will acquire basic knowledge in the field of administrative procedural law, which will enable him/her to actively participate in practice in the preparation of individual administrative acts (decisions), but also in the preparation of normative acts and internal normative instructions. The graduate will also acquire the ability to orientate himself in the basic institutes of legal processes in the position of the administered subject and thus actively act as a party to the proceedings in the implementation of the public subjective rights of himself or his employer.	
Brief outline of the course: 1. Decision-making processes in public administration - the concept of legal process, basic types of processes in public administration, the relationship of administrative proceedings to other processes in public administration. 2. The right to a fair trial in public administration. 3. Principles of procedure in the field of law implementation. 4. Principles of procedure in the management and organisation of public administration. 5. Principles of conduct in factual and coercive actions. 6. Individual decision-making processes. 7. Principle of legality, impartiality and participation. 8. The principle of substantive truth and procedural fact-finding procedures 9. Principle of speed and economy of proceedings. 10. Decisions - the principle of legal certainty and the principle of precedent. 11. Principles of procedure in the review of administrative decisions. 12. Administrative justice 13. Principles of administrative punishment	
Recommended literature:	

1. Rose-Ackerman, S., Lindseth, P. L., Emerson, B. (eds.): Comparative Administrative Law 2nd ed. 2017. Cheltenham. Edward Elgar Publishing Limited. ISBN 9781784718657 2. Ruffert, M. (ed.): Administrative Law in Europe: Between Common Principles and National Traditions. 2013. Amsterdam. Europa Law Publishing. ISBN 9789089521323	
Course language: English language	
Notes:	
Course assessment Total number of assessed students: 0	
abs	neabs
0.0	0.0
Provides: doc. JUDr. Peter Molitoris, PhD.	
Date of last modification: 23.09.2024	
Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka	

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: Dek. FVS/AJ-OBH- EBP/24	Course name: Defence of Bachelor Thesis
Course type, scope and the method: Course type: Recommended course-load (hours): Per week: Per study period: Course method: present	
Number of ECTS credits: 15	
Recommended semester/trimester of the course: 5., 6..	
Course level: I.	
Prerequisites:	
Conditions for course completion: Obtaining the required number of credits in the prescribed composition of the curriculum. The bachelor thesis is the result of the student's own work. It must not exhibit elements of academic fraud and must meet the criteria of good research practice defined in Rector's Decision No. 21/2021 laying down the rules for assessing plagiarism at the Pavol Jozef Šafárik University in Košice and its units. The fulfillment of the criteria is verified mainly in the process of training and in the process of thesis defence. Failure to comply with them is grounds for initiating disciplinary proceedings.	
Learning outcomes: Verification of the acquired competences of the student in accordance with the graduate profile. Through the bachelor thesis the student will demonstrate mastery of the basics of theory and professional terminology of the field of study, acquisition of knowledge, skills and competences in accordance with the declared profile of the graduate of the study programme, as well as the ability to apply them in a creative way in solving a selected problem of the field of study. The bachelor thesis may have elements of compilation. The student will demonstrate the ability to work independently in terms of content, form and ethics. Further details of the Bachelor's thesis are determined by Directive No. 1 /2011 on the basic requisites of the final thesis and the Study Rules of Procedure at Pavol Jozef Šafárik University in Košice for the 1st, the 2nd and the Conjoint 1st and 2nd Levels of Study.	
Brief outline of the course: 1. Presentation of the results of the bachelor thesis before the examination committee. 2. Answering the questions of the supervisor and opponents of the bachelor thesis. 3. Answering questions related to the topic of the bachelor thesis in the discussion.	
Recommended literature: The recommended literature is determined individually in accordance with the topic of the bachelor thesis.	
Course language: English language	

In the case of foreign-language processing, the final thesis must contain a Slovak summary (resume) in the scope of usually 10% of the thesis scope.

Notes:

Course assessment

Total number of assessed students: 0

A	B	C	D	E	FX
0.0	0.0	0.0	0.0	0.0	0.0

Provides:

Date of last modification: 04.05.2024

Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KVPaTVS/AJ- EGvoVS-EVS/24	Course name: E-government
Course type, scope and the method: Course type: Lecture / Practice Recommended course-load (hours): Per week: 2 / 1 Per study period: 28 / 14 Course method: present	
Number of ECTS credits: 5	
Recommended semester/trimester of the course: 4.	
Course level: I.	
Prerequisites:	
Conditions for course completion: The course concludes with classified assessment. Classified assessment is obtained based on the total sum of points from the specified conditions of classified assessment: A) Group Assignment Maximum points: 40 Minimum points: not specified Group assignment topics will be assigned to students at the beginning of the semester. The number of students assigned to each group assignment will be determined by the instructor at the beginning of the semester, based on the total number of students in the seminar. B) Individual Assignments Maximum points: 60 Minimum points: not specified Individual assignments represent a partial area of the group assignment. Students will choose individual assignments at the beginning of the semester after consultation with the instructor. Students will submit individual assignments electronically no later than two weeks before the end of the semester. The standard scope of an individual assignment is 10 – 15 standard pages. Assessment of individual assignments is primarily based on: formatting of the text, correctness of citing sources, used sources, topicality of processing, analytical development of issues, recommendations, etc. Students have the opportunity to earn a maximum of 100 points during the semester. To achieve grade A, students must obtain 91 – 100 points, To achieve grade B, students must obtain 81 – 90 points, To achieve grade C, students must obtain 71 – 80 points, To achieve grade D, students must obtain 61 – 70 points, To achieve grade E, students must obtain 52 – 60 points. Classified assessment will not be awarded to students who do not obtain at least 52 points overall. Detailed conditions for successfully completing the subject are annually updated on the subject's electronic platform in AiS2 or in the repository for digital support materials (LMS Moodle UPJŠ).	

Learning outcomes:

The course deals with the basic aspects of the process of informatization in public administration. It emphasizes the importance of making information available to the public, simplifying public communication with public administration, promoting citizen participation in the management of public affairs as well as increasing the transparency of public administration through more effective application of information and communication technologies.

Professional knowledge - students taking the course will be able to explain the background, context and basic historical context of the computerisation of society and the computerisation of public administration. They will be able to state and explain the various definitions of E-government. In theoretical terms, they will be able to define the basic positives and negatives of the computerisation, possible threats to public administration and individuals, the role of computerisation from the perspective of participatory democracy.

Professional skills - students completing the course are familiar with individual not only legislative, but also other official and strategic documents, and by analysing them they are able to apply them in specific conditions. They are familiar with individual E-government services, they are able to use them in practice and by comparing them with other EU countries identify their shortcomings and subsequently propose ways of eliminating the shortcomings, taking into account the national specifics of the country where they are to be applied. At the same time, they are able to use the individual services in accordance with the requirements imposed, in particular, on safety, efficiency, economy.

General competence - by studying and completing the course, students are able to approach the analysis of the topics studied critically and with a comparative approach, allowing for inter-country comparisons. They are also able to solve tasks independently but also in teamwork. They are able to present their ideas and opinions, but also to justify them in an argumentative way.

Brief outline of the course:

1. Information and communication technologies today and their importance for individuals and national economies
2. Modernisation and computerisation of public administration
3. E-government - main characteristics, definitions, objectives, advantages, disadvantages
4. E-government in the Slovak Republic – strategies and legislation
5. E-government of territorial self-government in the Slovak Republic
6. Smart city and the application of ICT in the municipal management – theoretical backgrounds
7. Smart city and the application of ICT in the municipal management – practical applications
8. E-government from the international ranking's point of view
9. E-government in selected Western European countries
10. E-government in selected Central and Eastern European countries
11. Open Data, Transparency and E-government
12. Efficiency and E-government
13. Factors of E-government failure and E-government security

Recommended literature:

1. Office of the Deputy Prime Minister of the Slovak Republic for Investments and Informatization. <https://www.vicepremier.gov.sk/en/index.html>
2. European Commission. Digital economy & society in the EU, 2017 edition <http://ec.europa.eu/eurostat/cache/infographs/ict/images/pdf/pdf-digital-eurostat-2017.pdf>
3. European Commission. Digital Single Market. https://ec.europa.eu/commission/priorities/digital-single-market_en
4. eGovernment Benchmark. <https://ec.europa.eu/digital-single-market/en/news/new-study-egovernment-services-europe-improving-cross-border-availability-services>

5. eGovernment Benchmark. Country report. http://ec.europa.eu/newsroom/dae/document.cfm?doc_id=48586
 6. eGovernment Benchmark Report. http://ec.europa.eu/newsroom/dae/document.cfm?doc_id=48587
 7. United Nations eGovernment Survey <https://publicadministration.un.org/egovkb/en-us/reports/un-e-government-survey-2016>

Course language:

english

Notes:

Course assessment

Total number of assessed students: 0

A	B	C	D	E	FX
0.0	0.0	0.0	0.0	0.0	0.0

Provides: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka, PhDr. Miroslav Fečko, PhD.

Date of last modification: 03.05.2024

Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KVPaTVS/AJ-HPEU-d/22	Course name: Economic Policy of the European Union
Course type, scope and the method: Course type: Lecture / Practice Recommended course-load (hours): Per week: 2 / 1 Per study period: 28 / 14 Course method: present	
Number of ECTS credits: 5	
Recommended semester/trimester of the course: 2.	
Course level: I.	
Prerequisites:	
Conditions for course completion: Interim evaluation: A) written exam 1, 10 points (no minimum required, B) written exam 2, 30 points (minimum 16 points), C) voluntary assignment 10 points (no minimum required) Minimum points during the semester: 26. If the students did not get the minimum points, he/she can repeat the second written exam. Final examination: oral exam 50 points. Interim evaluation and final examination. Minimum of 56 points out of 100 points.	
Learning outcomes: The aim of the course is to provide basic knowledge of EU issues with the emphasis on the theory and practice of economic policy. The aim of the course is also to analyse economic phenomena and situations in the external economic environment within the EU, which practical economic policy must address. Upon successful completion of the educational process, the student will gain knowledge about the importance, scope and possibilities of applying the instruments in the implementation of economic policy in today's democratic states with regards to economic and social development. After completing the course, the student is able to critically look at current issues of economic policy practice in the European area and, thanks to the acquired knowledge, formulate their own logical conclusions.	
Brief outline of the course: <ol style="list-style-type: none"> 1. Introduction to economic policy. 2. Market economy and its imperfections. Economy and policy system. 3. Fiscal policy – mission and goals. 4. Fiscal policy – instruments. 5. Monetary policy. 6. EU monetary policy. 7. Foreign trade policy. EU trade policy. 8. Distribution policy. Pension policy. 9. Economic policy concepts. 10. Stabilization policy. 11. Competition policy. 	

12. Competitiveness policy. Structural policy. Energy policy. 13. Development of economic policy in the Slovak Republic.					
Recommended literature: 1. European Central Bank https://www.ecb.europa.eu/home/html/index.en.html 2. European Commission https://ec.europa.eu/commission/index_en 3. European Union https://europa.eu/european-union/index_en 4. Baldwin, R. and Ch. Wyplosz. The Economics of European Integration. McGraw-Hill Education. 2015.					
Course language: English language					
Notes:					
Course assessment Total number of assessed students: 0					
A	B	C	D	E	FX
0.0	0.0	0.0	0.0	0.0	0.0
Provides: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka, PhDr. Ondrej Mitaľ, PhD.					
Date of last modification: 19.09.2024					
Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka					

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KEaRVS/AJ-EVS- d/22	Course name: Economics of Public Sector
Course type, scope and the method: Course type: Lecture / Practice Recommended course-load (hours): Per week: 2 / 1 Per study period: 28 / 14 Course method: present	
Number of ECTS credits: 5	
Recommended semester/trimester of the course: 3.	
Course level: I.	
Prerequisites:	
Conditions for course completion: Conditions for continuous evaluation (max. 40 and min. 21 points): 1. Participation in teaching in accordance with the study regulations and instructions of the teacher. 2. Activity at the seminar. 3. Continuous written test. 4. Self-study of recommended literature Conditions for the final evaluation: Final written exam (max. 60 and min. 31 points). Conditions for successful completion of the course: 1. Participation in teaching in accordance with the study regulations and according to the instructions of the teacher; 2. Mastering the conditions of the interim and final evaluation in the overall expression at the level of at least 60%.	
Learning outcomes: The aim of the course is to teach students to understand the basic economic principles of the public sector in the European Union. The content of the course builds on and extends macroeconomics to the economics and management of the public sector. Upon completion of the course, the student will be able to: <ul style="list-style-type: none"> - Explain the nature of public sector economics at the state level, - Identify current trends in public sector economics in the European Union, - Understand how public services are delivered in the context of the European Union methodology, - Identify ways of ensuring the efficiency of the public sector in the context of the European Union, - Understand the current trends in addressing selected economic issues in the European Union (production of goods and services, labour mobility, unemployment, capital movements, balance of payments), - Understand the basic innovation background in selected sectors of the public sector in the European Union (transport, education, science and research, health, environment). 	
Brief outline of the course: <ol style="list-style-type: none"> 1. Introduction to the study of public sector economics. 2. Structure of the national economy. 3. The mixed economy and the reasons for the existence of the public sector. 4. Economic characteristics and methods of provision of public goods. Externalities. 5. Public choice - the way of decision making in the public sector. 6. Efficiency as an economic category. Approaches to managing efficiency in the public sector. 	

7. Classification and specification of public services from the perspective of the European Union and the Slovak Republic (Public services, Classification of the Functions of Government).
8. Efficiency as an economic category. Economics of public administration in the context of the objectives and challenges of the European Union.
9. Selected problems of the public sector in the European Union and Slovakia.
10. Scenarios and economic incentives for the future of Europe after 2025.
11. The economics, financing and policy of the European Union in selected public administration sectors (transport, education, science and research)
12. European Union policy and economics within the health and environment sectors.
13. Public sector innovation in the European Union.

Recommended literature:

1. Stiglitz, J. E. & J. K. Rosengard. 2015. Economics of the Public Sector. New York: W. W. Norton Company, Inc. ISBN 978-0-393-92522-7. Dostupné na: https://www.academia.edu/37552359/Economics_of_the_Public_Sector_-_Joseph_E._Stiglitz
2. Stiglitz, J. E. 2016. The state, the market, and development. WIDER Working Paper 2016/1. United Nations University World Institute for Development Economic Research. ISSN 1798-7237. Available at: <https://academiccommons.columbia.edu/doi/10.7916/d8-hym9-e460/download>
3. Tresch, R. W. 2008. Public Sector Economics. New York: Palgrave Macmillan. ISBN 978-0-230-52223-7. Available at: https://books.google.sk/books?hl=sk&lr=&id=kgQdBQAAQBAJ&oi=fnd&pg=PP1&dq=economics+of+public+sector&ots=9ohSDGAHfn&sig=FwmTuHTkjgFkt3EO2W3g1G-ILM&redir_esc=y#v=onepage&q=economics%20of%20public%20sector&f=false

Course language:

English language

Notes:

Course assessment

Total number of assessed students: 0

A	B	C	D	E	FX
0.0	0.0	0.0	0.0	0.0	0.0

Provides: doc. Ing. Anna Čepelová, PhD., Ing. Lenka Pčolinská, PhD.

Date of last modification: 14.09.2023

Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: Dek. FVS/ERST-d/21	Course name: Erasmus+ Fellowship
Course type, scope and the method: Course type: Recommended course-load (hours): Per week: Per study period: Course method: present	
Number of ECTS credits: 5	
Recommended semester/trimester of the course: 1., 2., 3., 4., 5., 6..	
Course level: I., II.	
Prerequisites:	
Conditions for course completion: Proven participation in an Erasmus+ mobility placement of at least 8 weeks.	
Learning outcomes: Practical experience of working in a foreign environment during an Erasmus+ mobility placement in a foreign organisation.	
Brief outline of the course: Compliance with the obligations prescribed and agreed under the Erasmus+ Learning Agreement for Traineeships concluded between the student, the sending institution and the receiving institution. Successful completion of the Erasmus+ mobility in accordance with the procedures and guidelines in force at UPJŠ in Košice is a valid demonstration of fulfilment of the obligations and a prerequisite for the award of the ECTS.	
Recommended literature:	
Course language:	
Notes:	
Course assessment Total number of assessed students: 0	
abs	neabs
0.0	0.0
Provides:	
Date of last modification: 23.08.2022	
Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka	

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KVPD/ AJ-ESPR-d/22	Course name: European Administrative Law
Course type, scope and the method: Course type: Lecture / Practice Recommended course-load (hours): Per week: 2 / 1 Per study period: 28 / 14 Course method: present	
Number of ECTS credits: 5	
Recommended semester/trimester of the course: 4.	
Course level: I.	
Prerequisites:	
Conditions for course completion: Active participation in consultations Seminar paper • Excellent – 10 – 9,1 A • Very good – 9,0 – 8,1 B • Good – 8,0 – 7,1 C • Satisfactory – 7,0 – 6,1 D • Sufficient – 6,0 – 5,1 E • Unsatisfactory / Unsufficient/Failed – 5,0 FX	
Learning outcomes: To teach students to understand the basic institutes of the European Administrative Law in the theoretical as well as practical level. The course focuses on system of European Administrative Law . Students learn to understand the law and carry out their own analysis. The aim of the course is full understanding of basic institutes of European Administrative Law. Teaching focuses on the role of the European Administrative Law in providing legal protection, as well as protecton of public interest.	
Brief outline of the course: 1.Administrative Law - concept, system. 2.European Union administrative law. 3.The right of a common administrative space. 4.Ius commune. 5.Sources of European administrative law. 6.Subsidiarity as a fundamental principle of European administrative law. 7.Proportionality as a fundamental principle of European administrative law. 8.Equality as a fundamental principle of European administrative law. 9.Principles of good governance in the European administrative area. 10.European agencies 11.Administrative acts in EU law and administrative supervision in EU law 12.Territorial self-government in the European administrative area 13.Judicial review of the activities of administrative bodies.	
Recommended literature: 1. Craig, Paul. EU Administrative Law. Third Edition. Oxford University Press, 2018, p. 944, ISBN 9780198831648 2. Stelkens, Ulrich and Andrijauskaitė, Agnė. Added Value of the Council of Europe to Administrative Law: The Development of Pan-European General Principles of Good	

Administration by the Council of Europe and Their Impact on the Administrative Law of Its Member States (2017). FÖV Discussion Paper No. 86. Available at SSRN: <https://ssrn.com/abstract=3105263>

Course language:

Notes:

Course assessment

Total number of assessed students: 0

A	B	C	D	E	FX
0.0	0.0	0.0	0.0	0.0	0.0

Provides: doc. JUDr. Martin Vernarský, PhD.

Date of last modification: 09.09.2024

Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KVPD/ AJ-EPP-d/22	Course name: European Labor Law
Course type, scope and the method: Course type: Lecture / Practice Recommended course-load (hours): Per week: 2 / 1 Per study period: 28 / 14 Course method: present	
Number of ECTS credits: 5	
Recommended semester/trimester of the course: 5.	
Course level: I.	
Prerequisites:	
Conditions for course completion: Successful completion of 1 exam / test, participation in seminars (according to attendance list), ad hoc seminar assignments and oral exam.	
Learning outcomes: The aim of the course European Labor Law is to provide students with an overview of the normative regulation of selected labor law institutes in the European labour law in the form of a synthesizing view. Also the aim is to deepen the orientation in the system of European labor law and to provide an overview of the case law of the EU Court of Justice.	
Brief outline of the course: <ol style="list-style-type: none"> 1. European labor law - concept and subject. Development of EU labor law 2. Free movement of workers in the EU 3. European Union anti - discrimination law 4. The principle of equal treatment 5. Employment (dependent work, characters) 6. Employment (shorter working time, definite period) 7. Atypical labor relations. 8. Legislation of working conditions of employees 9. Working time legislation. 10. Temporary Secondment of employees. 11. Social protection of special categories of employees. 12. Agency employment 	
Recommended literature: Compulsory: 1. BLANPAIN, R.: European Labour Law, Alphen aan den Rijn : Kluwer law international, 2014 Pre štúdium v SJ: 1. DOLOBÁČ, M. a kol.: Vybrané otázky sociálneho práva Európskej únie. Košice: UPJŠ v Košiciach, 2012. ISBN 9788070979778 Recommended: 1. BARANCOVÁ, H.: Európske pracovné právo (flexibilita a bezpečnosť pre 21. storočie). SPRINT dva, Bratislava, 2010. ISBN 978-80-89393-42-8.	

2. BARANCOVÁ,H. et al.: Pracovné právo v európskej perspektive, Plzeň: Aleš Čeněk, 2009.ISBN 978-80-7380-241-7					
Course language: English language					
Notes:					
Course assessment Total number of assessed students: 0					
A	B	C	D	E	FX
0.0	0.0	0.0	0.0	0.0	0.0
Provides: doc. JUDr. Vladimíra Žofčinová, PhD.					
Date of last modification: 23.08.2022					
Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka					

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KVPaTVS/AJ-ESP-d/24	Course name: European Social Policy
Course type, scope and the method: Course type: Lecture / Practice Recommended course-load (hours): Per week: 2 / 1 Per study period: 28 / 14 Course method: present	
Number of ECTS credits: 5	
Recommended semester/trimester of the course: 3.	
Course level: I.	
Prerequisites:	
Conditions for course completion: The course ends with a classified evaluation. The classified rating is obtained on the basis of the sum of the points of the established conditions of the classified evaluation: 1. Students are required to attend seminars at 100%. For any absence from seminars, the teacher determines the substitute written performance. Up to 3 absences may be replaced. 2. Presentation of seminar work on a defined topic from a partial part of European social policy. The student himself participates in the presentation of the topic. The exact schedule of presentations is determined at the first (resp. second) seminar. The content and formal side of the work is evaluated (originality of processing, clarity, interestingness, methodological framework, citation in text and sources, compliance with the scope of 7-10 pages, font size 12, line spacing 1,5) and so is its presentation. The evaluation also includes the selection of relevant sources of processing, of which there must be at least 5. The duration of the presentation is 20 minutes. The deadline for submission is no later than the day before the presentation. The maximum number of points for the presentation and submission of a term paper (in Word file) is 100 points. Evaluation: A : 91 – 100 points B : 81 – 90 points C : 71 – 80 points D : 61 – 70 points E : 51 – 60 points FX: less than 50 points.	
Learning outcomes: At the end of the course students should be able to understand social policy both in theoretical and practical level. To identify selected social events, basic principles, functions, tools of social policy, their genesis and creation in the current and historical context. Understand the types and models of welfare state and its subsystems.	
Brief outline of the course: 1. definition of social policy	

2. the basic principles and objectives of social policy 3. types and models of social policy 4. social policy functions and instruments 5. the role of the state in the SP; welfare state, history of social policy 6. human social rights 7. social policy areas 8. HP and SP relationship; concept of social market economy 9. education policy 10. employment policy 11. family policy 12. health policy 13. model of social policy of the Slovak Republic in the context of EU membership
Recommended literature: 1. TITMUSS, R. (1974): Social Policy. An Introduction. Pantheon Press. New York. 2. http://www.employment.gov.sk/ 3. http://www.upsvar.sk/ 4. http://www.statistics.sk/ 5. EUROSTAT: http://ec.europa.eu/eurostat/
Course language: english
Notes: <p>The mid-term exam, midterm test and presentation on a given topic are not conditional on obtaining a minimum number of points. However, it is necessary to achieve min. 30 points. In case the student does not get the necessary min. The number of points (30) required to advance to the exam is entitled to 1 corrective exam. In this revision, it must reach min. 30 points (out of 50). If the student fails to meet these conditions, he / she cannot proceed to the examination (X is evaluated). If a student fulfills the conditions for passing the exam (min. 30 and max 50 points during the semester), they are added to the number of points obtained in the written exam, which consists of a test of 50 questions, each of 1 point / total. -50 points. Here it is necessary to achieve at least 21 points (21 + 30 - minimum number of points for the exam and semester = 51 points) which is an "E" rating). Presentation in pwp is always on a specified topic given at the beginning of the semester with a schedule of presentation at the first or second seminar. 2 students participate (depending on the number of students in the seminar group and the decision of the training teacher). The originality of processing (formal and content), clarity, brevity, accuracy, visibility-resolution, interestingness are evaluated. It is also important to select the relevant processing sources, which must be at least 5. Duration of at least 10, maximum 15 minutes. the student submits one presentation carrier marked with the names of the students who are the authors. The student is obliged to attend seminar exercises prepared in terms of syllabuses. If it is not ready, it can be scored with a minus point as well, if it is ready, it will be scored with plus points, which are added to the total for the semester. Students are required to participate 100% in seminars. For each absence in seminars the teacher determines substitute written performance. Up to 3 absences can be replaced. Addition: the teacher assesses, based on the severity of the absence, whether he / she determines the written performance or justifies the student's absence without written performance.</p>

Course assessment					
Total number of assessed students: 0					
A	B	C	D	E	FX
0.0	0.0	0.0	0.0	0.0	0.0
Provides: Ing. Kristína Guzyová, PhD.					
Date of last modification: 03.05.2024					
Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka					

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KVPD/ AJ-EI/19	Course name: European Integration
Course type, scope and the method: Course type: Recommended course-load (hours): Per week: Per study period: Course method: present	
Number of ECTS credits: 1	
Recommended semester/trimester of the course:	
Course level: I.	
Prerequisites:	
Conditions for course completion: Obtaining the required number of credits in the composition prescribed by the curriculum.	
Learning outcomes: Verification of the acquired competences of the student in accordance with the graduate profile.	
Brief outline of the course: <ol style="list-style-type: none"> 1. The emergence and development of the European integration after 1950 2. European principles of good governance 3. Public administration reforms in the European context with an emphasis on decentralisation and modernisation processes 4. The power sharing in the European Union (vertical and horizontal) and the basic principles of the exercise of power in the Union. 5. Sources of primary and secondary law of the European Union 6. Administrative acts in the European administrative area 7. Fundamental rights and freedoms in the European Union 8. Area of freedom, security and justice in the European Union (EU citizenship, Schengen system, visa, asylum, migration and immigration policy) 9. The EU common commercial policy 10. The EU monetary policy 11. European agencies as the administrative bodies of the European Union 12. Administrative supervision in the European Union law and judicial review of public administration in the European administrative area 13. Macroeconomic context of public finances (fiscal policy, its instruments, multiplier effects, types of fiscal policy and their impacts) 14. Coordination of budgetary policies within the EU (Stability and Growth Pact. Excessive deficit procedure) 15. The EU debt crisis and its causes. Selected EU and euro area measures in response to the debt crisis (European Stability Mechanism, Treaty on Stability, Coordination and Governance in the Economic and Monetary Union) 	
Recommended literature:	

Course language: English language					
Notes:					
Course assessment Total number of assessed students: 0					
A	B	C	D	E	FX
0.0	0.0	0.0	0.0	0.0	0.0
Provides:					
Date of last modification: 23.08.2022					
Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka					

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KEaRVS/AJ-FÚaV VS/22	Course name: Financial Accounting and Reporting the Public Administration
Course type, scope and the method: Course type: Lecture / Practice Recommended course-load (hours): Per week: 2 / 1 Per study period: 28 / 14 Course method: present	
Number of ECTS credits: 5	
Recommended semester/trimester of the course: 3.	
Course level: I.	
Prerequisites:	
Conditions for course completion: Test and credit test - student can get together max. 40 points. To pass the exam the student needs to achieve at least 21 points for the semester. Written exam. Student can get max. 60 points. Grading Scale (in %): 91 – 100 = A (excellent) , 81 – 90 = B (very good), 71 – 80=C (good), 61 – 70=D (satisfactory), 52 – 60=E (sufficient), 51 and less = FX (failed)	
Learning outcomes: The student will understand the basic principles of accounting, reporting and auditing of financial statements in public administration organizations taking into account international accounting standards. The student will be able to implement accounting records in selected accounting cases.	
Brief outline of the course: <ol style="list-style-type: none"> 1. Financial accounting. 2. Accounting information system. 3. Legislation in accounting. 4. International accounting standards for the public sector and their application in the Slovak accounting system. 5. Documentation in accounting. 6. Assets, liabilities, classification, accounting. 7. Costs, revenues and profit or loss. 8. Specifics of financial accounting in the Public Administration. 9. Financial Statements - Individual, Consolidated. 10. The main components of the financial statements - balance sheet, profit and loss statement. 11. Process of Disclosure of Financial Statements 12. Control and audit in accounting. 13. Financial statements as part of financial reporting. 	
Recommended literature: <ol style="list-style-type: none"> 1. Herve Stolowy, Michel J. Lebas, Yuan Ding: Financial accounting and reporting a global perspective. Fourth Edition, ISBN 978-1-4080-6662-1 	

2. Belverd E.Needles, Marian Powers, Susan V. Crosson: Financial and Managerial Accounting. International Edition, ISBN 978-1-133-95900-7
3. Management accounting (official terminology), Bratislava: Iura Edition, ISBN 80-89047-59-9

Course language:

English

Notes:

Course assessment

Total number of assessed students: 0

A	B	C	D	E	FX
0.0	0.0	0.0	0.0	0.0	0.0

Provides: Ing. Eva Mihaliková, PhD., univerzitný docent

Date of last modification: 11.09.2024

Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KEaRVS/AJFINEU-st/19	Course name: Financing of the EU
Course type, scope and the method: Course type: Recommended course-load (hours): Per week: Per study period: Course method: present	
Number of ECTS credits: 1	
Recommended semester/trimester of the course: 5., 6..	
Course level: I.	
Prerequisites:	
Conditions for course completion: Obtaining the required number of credits in the composition prescribed by the study plan	
Learning outcomes: Verification of the acquired competences of the student in accordance with the graduate profile	
Brief outline of the course: <ol style="list-style-type: none"> 1. The development of the EU financial system (the most important impacts on the development of the financial system, in particular on the revenue and expenditure of the EC or EU budget). 2. Multiannual Financial Framework and its relevance (characteristics including legal basis, purpose, ceilings, payment and commitment appropriations, MFF structure, non-MFF instruments). 3. Basic characteristics of the EU budget (characteristics of the budget, its differences from national budgets, internal structure of the EU budget, budgetary relations between the SR and the EU). 4. The EU budget revenues (own resources system and its ceiling, the corrections of budgetary imbalances and other exceptions, the advantages and disadvantages of individual resources, the possible future developments) 5. The EU budget expenditures by headings of the 2014-2020 multiannual financial framework and their characteristics. 6. The budgetary process and budgetary principles applicable to the general EU budget. 7. The EU financial operations outside the EU general budget (repayable financing sources, focusing on the EIB and the EIF, their roles, sources and use of resources and the European Development Fund) 8. Public finances of the EU Member States (public finances and their functions, public budget, extra-budgetary funds, budgetary system, international standards and methodologies used in budgeting). 9. The public expenditures in the EU Member States (the characteristics and classification of public expenditures with application to the EU countries, the factors influencing the volume, structure and dynamics of public expenditure, the macro and microeconomic aspects of public expenditure). 10. The Public revenues in the EU Member States with an emphasis on tax revenue (the characteristics and classification of public revenue, taxes and tax system requirements, a tax burden in the EU countries). 	

11. Tax coordination and harmonisation in the EU (the current status and prospects for its development). 12. Short- and long-term fiscal imbalances in the EU countries (a deficit and public debt, its causes and consequences, ways of covering it). 13. A public choice as an instrument of decision-making in the public sector. 14. Public economics, the public sector and basic economic issues. 15. Public sector efficiency.					
Recommended literature:					
Course language: English language					
Notes:					
Course assessment Total number of assessed students: 0					
A	B	C	D	E	FX
0.0	0.0	0.0	0.0	0.0	0.0
Provides:					
Date of last modification: 23.08.2022					
Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka					

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KVPD/ AJ-EP-d/22	Course name: Human Rights and their Protection
Course type, scope and the method: Course type: Lecture / Practice Recommended course-load (hours): Per week: 2 / 1 Per study period: 28 / 14 Course method: present	
Number of ECTS credits: 5	
Recommended semester/trimester of the course: 4.	
Course level: I.	
Prerequisites:	
Conditions for course completion: Active participation in seminars – 3x tolerated absences from seminars 1x test (max. 30 points – min. 16. points) Final examination – oral exam	
Learning outcomes: The aim of the course is to acquaint students with the issues of international and national human rights law, with a special focus on the European Union. At the same time, the aim of the course are topics of implementation and protection of human rights, as well as a comparison of relevant international systems of their protection (United Nation, Council of Europe, European Union, Slovak Republic). The course contributes to the education of qualified professionals for international, european and state government institutions.	
Brief outline of the course: <ol style="list-style-type: none"> 1. Human rights 2. International human rights law 3. Universal system of human rights protection 4. European system of human rights protection 5. Fundamental rights and freedoms in the Slovak Republic 6. The right to life 7. Prohibition of torture, prohibition of slavery and forced labor 8. The right to respect for private and family life 9. Freedom of thought, conscience and religion 10. Freedom of expression 11. Right of assembly and association 12. The right to a fair trial 13. European Court of Human Rights 	
Recommended literature: <ol style="list-style-type: none"> 1. GRABENWARTER, Christoph. European convention on human rights: commentary. München: C. H. Beck, 2014. ISBN 9783406603211. 2. European convention on human rights. Available at: https://www.echr.coe.int/documents/convention_eng.pdf 	

Course language: English language					
Notes:					
Course assessment Total number of assessed students: 0					
A	B	C	D	E	FX
0.0	0.0	0.0	0.0	0.0	0.0
Provides: PhDr. Jana Volochová, PhD.					
Date of last modification: 17.09.2023					
Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka					

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KVPaTVS/AJ-IPE- d/22	Course name: Integration Processes in Europe
Course type, scope and the method: Course type: Lecture / Practice Recommended course-load (hours): Per week: 2 / 1 Per study period: 28 / 14 Course method: present	
Number of ECTS credits: 5	
Recommended semester/trimester of the course: 3.	
Course level: I.	
Prerequisites:	
Conditions for course completion: Continuous evaluation: written examination, paper Final examination: oral	
Learning outcomes: The course will analyse the most important contexts of European integration. The course aims at students to discuss current problems of society and economy, with regard to and in the context of the European integration process.	
Brief outline of the course: <ol style="list-style-type: none"> 1. Globalization. Integration. 2. Theory of integration processes. 3. Liberalism, Protectionism, Degrees of integration. 4. History of integration in Europe and the EU. 5. Cultural integration in Europe. 6. Advantages and Disadvantages of Integration. 7. The world economic crisis. 8. The emergence and resolution of the international production and currency crisis. 9. Labour market and employment in the EU. 10. European economic policy. 11. The relationship between socio-political and economic policy objectives. 12. Problems of the EU's eastern enlargement. 	
Recommended literature: <ol style="list-style-type: none"> 1. United Nations: http://www.un.org/en/index.html 2. International Monetary Fund: https://www.imf.org/external/index.htm 3. Organisation for Economic Co-operation and Development: http://www.oecd.org 4. World Trade Organisation: https://www.wto.org 	
Course language:	
Notes:	

Course assessment					
Total number of assessed students: 0					
A	B	C	D	E	FX
0.0	0.0	0.0	0.0	0.0	0.0
Provides: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka					
Date of last modification: 19.09.2024					
Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka					

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KVPaTVS/AJ-MBaEVS-d/22	Course name: International Security and European Public Administration
Course type, scope and the method: Course type: Lecture / Practice Recommended course-load (hours): Per week: 1 / 2 Per study period: 14 / 28 Course method: present	
Number of ECTS credits: 5	
Recommended semester/trimester of the course: 3.	
Course level: I.	
Prerequisites:	
Conditions for course completion: Conditions for continuous evaluation: 1. Last week's events - introductory word (5b) 2. Activity of the individual student at seminars during semester - (10b) 3. Seminar project in written form on a given topic with a presentation at a seminar (min. 21b, max. 40b) 4. Test exam during the semester (min. 23b, max. 45b) Final evaluation: If the sum of points for the continuous evaluation is not sufficient, the student in this case is given the opportunity to substitute performance, which will be determined by the teacher.	
Learning outcomes: After completing the course, the student has knowledge of the theoretical aspects of the study of international security and security policy in the V4 region and the wider European region. The student understands the basic way of looking at security in security and political science, and knows the content of various aspects of security. The graduate of the course understands what security factors affect the functioning of European public administration. Understands the processes of strategic security policy-making at the national, subregional and regional levels and is able to apply this knowledge in the context of the functioning of European public administration. Within this course, the intention is for the student not only to acquire theoretical knowledge, but also to be able to apply them and through them to identify, analyze and evaluate security phenomena in the context of European public administration.	
Brief outline of the course: 1. Forming the security agenda - history, forms of research and development 2. Security and its current theoretical definition 3. Basic terminology - security risk, security threat, security environment, security actors, etc. 4. Security schools, concepts, approaches - security and strategic studies, peace studies, critical studies, humanitarian studies 5. Security schools, concepts, approaches - sectoral security, inclusive and exclusive security, soft and hard security 6. Security culture, strategic thinking 7. Security strategies, concepts and doctrines shaping world security policy today 8. International security cooperation - UN, OSCE	

9. International security cooperation - NATO, EU
10. International conflicts and international military operations
11. Crisis management at the international level - international non-military operations
12. Security issues, challenges and risks of European public administration
13. Closing and summarizing the content of the subject

Recommended literature:

1. BUZAN, B. 2003. Bezpečnosť -Nový rámec pre analýzu. Brno: Centrum strategických štúdií. 2005. ISBN 80-903333-6-2. 267 s.
2. BUZAN, B., HANSEN, L. The Evolution of International Security Studies. Cambridge University Press, New York, 2009.
3. BUZAN, B., WAEVER, O., WILDE J. Security: A New Framework For Analysis. Lynne Rienner Publishers, London, 1998.
4. COLLINS, A. Contemporary Security Studies. Oxford University Press. 2018. ISBN 9780198804109
5. GOLDSTEIN, A. Deterrence and security in the 21st century : China, Britain, France, and the enduring legacy of the nuclear revolution. Stanford University Press, 2000. 356 s. ISBN 0804746869.
6. KULAŠIK, P. a kol. 2002. Slovník bezpečnostných vzťahov. Bratislava: Smaragd pedagogické nakladateľstvo, s. r. o. 2002. ISBN 80-89063-08-X. 270 s.
7. LASICOVÁ, J. 2006. Bezpečnosť. Bezpečnostná agenda súčasnosti. FPVMV UMB Banská Bystrica, 2006. ISBN 80-8083-352-4.
8. LASICOVÁ, J., UŠIAK, J. 2012. Bezpečnosť ako kategória. Bratislava: Slovenská akadémia vied. ISBN 978-80-224-1284-1. 263s
9. UŠIAK, Jaroslav. Security and strategic culture of the Visegrad group countries. Rec. Pavel Nečas, Jana Lasicová. 1. vyd. Banská Bystrica, Slovensko : Univerzita Mateja Bela, 2013. ISBN 978- 80-557-0515
10. KLUČKA, J. Medzinárodné právo verejné. 2008. ISBN 978-80-8078-219-1
11. NEČAS, P.- UŠIAK, J. 2010. Nový prístup k bezpečnosti štátu na začiatku 21. storočia : vedecká monografia. Rec. Vladimír Sedlák, Vojtech Jurčák, Jana Lasicová. 1. vyd. Liptovský Mikuláš : Akadémia ozbrojených síl generála Milana Rastislava Štefánika v Liptovskom Mikuláši, 2010. 167 s. ISBN 978-801-8040-401-7.
12. VALUCH, J., RIŠOVÁ, M., SEMAN, R. Právo medzinárodných organizácií. Praha: C.H.Beck. 2011. ISBN 978-80-7400-368-4.
13. Additionally, students will be assigned specific readings (scientific articles or book chapters) for seminars. All reading material will be made available for the students beforehand to allow them time to prepare accordingly.

Course language:

English

Notes:

Course assessment

Total number of assessed students: 0

A	B	C	D	E	FX
0.0	0.0	0.0	0.0	0.0	0.0

Provides: Mgr. Katarína Miňová, PhD.

Date of last modification: 22.09.2024

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KSS/ AJ-IK-EVS-d/24	Course name: Interpersonal Communication
Course type, scope and the method: Course type: Lecture / Practice Recommended course-load (hours): Per week: 1 / 2 Per study period: 14 / 28 Course method: present	
Number of ECTS credits: 5	
Recommended semester/trimester of the course: 4., 6.	
Course level: I.	
Prerequisites:	
Conditions for course completion: The course ends with a graded assessment. The classified assessment is obtained based on the sum of the points specified in the conditions of the classified assessment: 1. Participation in classes by the study schedule and teacher's instructions. 2. Processing of a project corresponding to the subject's content - maximum number of points 20 points. 3. Activity at the seminar, processing individual assignments - maximum number of points 20 4. Continuous written test - maximum number of points 60. It is necessary to obtain 91-100 points for the final grade A, 81-90 points for grade B, 71-80 points for grade C, 61-70 points for grade D, and 52-60 points for grade E. Credits will not be granted to students who did not obtain at least 52 points in the final assessment.	
Learning outcomes: After completing the course, the student should be able to communicate clearly and convincingly, explain technical information to non-technical audiences involved in policy making. During the course, students will become familiar with a wide range of strategies and techniques and improve skills related to communication planning, meaning transfer, conflict resolution, and their persuasive skills. They know how to identify potential barriers to effective communication in the public sector, as well as describe techniques on how to overcome or avoid barriers. After completing the course, students are able to demonstrate their ability to monitor, analyze and adapt their communication behavior.	
Brief outline of the course: 1. Importance of study of communication, types and functions. 2. Elements of communication process, communication principles and strategies, models and forms. 3. Active listening, empathy and emotional intelligence. 4. Assertiveness in communication. 5. Prosocial behavior and emotions as a part of communication. 6. Manipulation in communication. 7. Individual principles and causality of persuasion in communication. 8. Non-verbal communication and interpretation of non-verbal expressions, means of non-verbal communication.	

9. Understanding interpersonal conflicts and their solution.
10. Communication in crisis situations.
11. Communication of the office with citizens, modern means of communication to increase work efficiency with the client.
12. Barriers of communication.
13. Online communication.

Recommended literature:

Solomon, D., and J. Theiss. Interpersonal Communication: Putting Theory into Practice. Routledge: 2022.

Kelly, A. Social Skills: Developing Effective Interpersonal Communication. Routledge: 2018.

Liam Fitz, P. Internal Communications. New York: Kogan Page Ltd, 2014.

Lachytová, L. Sociálna komunikácia. Prešov: VŠMP ISM Slovakia v Prešove, 2011.

Heger, V. Komunikace ve veřejné správě. Praha: Grada, 2012.

DeVito, J. A. Základy mezilidské komunikace. Prah: Grada, 2008.

Jiřincová, B. Efektivní komunikace pro manažery. Praha: Grada, 2010.0

Plamínek, J. Komunikace a prezentace. Umění mluvit, slyšet a rozumět. Praha: Grada, 2008.

Praško, J., Prašková, H. Asertivitou proti stresu. Praha: Grada, 2007.

Borg, J. Umění přesvědčivé komunikace. Jak ovlivňovat názory, postoje a činy druhých. Praha: Grada, 2013.

Course language:

english

Notes:

Course assessment

Total number of assessed students: 0

A	B	C	D	E	FX
0.0	0.0	0.0	0.0	0.0	0.0

Provides: doc. PhDr. Lenka Lachytová, PhD., MBA

Date of last modification: 03.05.2024

Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: ÚINF/ UIB2/18	Course name: Introduction to information security
Course type, scope and the method: Course type: Lecture / Practice Recommended course-load (hours): Per week: 2 / 1 Per study period: 28 / 14 Course method: present	
Number of ECTS credits: 5	
Recommended semester/trimester of the course: 3.	
Course level: I.	
Prerequisites:	
Conditions for course completion: The condition for passing the course is: 1. Exercise tasks (20% of the total number of points), 2. Homeworks (30% of the total number of points), 3. Written final theoretical exam (25% of the total number of points), 4. Written final practical exam (25% of the total number of points).	
Learning outcomes: The result of the education is an understanding of the basic concepts of information security from a technical, legal and procedural point of view.	
Brief outline of the course: 1. Introduction to information security and information security model, 2. Information security management, 3. Risk and risk management, 4. Legal, normative and ethical aspects of information security, 5. Continuity management of activities, processes and security incidents handling, 6. Introduction to cryptology, 7. Access control, 8. Physical and environmental security, 9. Human resources security and social engineering, 10. End point security and malicious code, 11. Computer network security, 12. Application security, 13. Final exam.	
Recommended literature: 1. MARTIN, Andrew, Awais RASHID, Steve SCHNEIDER a Howard CHIVERS. CyBOK: The Cyber Security Body of Knowledge. The National Cyber Security Centre, 2021, 2. ANDRESS, Jason, Awais RASHID, Steve SCHNEIDER a Howard CHIVERS. Foundations of Information Security: A Straightforward Introduction. 1. No Starch Press, 2019. ISBN 978-1718500044, 3. PELTIER, Thomas, Awais RASHID, Steve SCHNEIDER a Howard CHIVERS. Information Security Fundamentals. 2. Boca Raton: Auerbach Publications, 2013. ISBN 978-1138436893.	
Course language: Slovak or English	
Notes:	

Course assessment					
Total number of assessed students: 102					
A	B	C	D	E	FX
7.84	26.47	30.39	16.67	11.76	6.86
Provides: doc. RNDr. JUDr. Pavol Sokol, PhD. et PhD.					
Date of last modification: 04.01.2022					
Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka					

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KVPD/ AJ-MDvEÚ-d/22	Course name: Local Democracy in EU
Course type, scope and the method: Course type: Lecture / Practice Recommended course-load (hours): Per week: 2 / 1 Per study period: 28 / 14 Course method: present	
Number of ECTS credits: 5	
Recommended semester/trimester of the course: 4.	
Course level: I.	
Prerequisites:	
Conditions for course completion: Continuous assessment: 2x written test (max. 40 points). Final assessment: oral exam (max. 60 points). During the final evaluation, the interim evaluation is also taken into account, the grade is awarded according to the classic evaluation scale. 100% participation in seminars is required from students. For each non-participation in the seminars, the teacher will determine a substitute written performance. A maximum of 3 absences can be replaced. Based on the seriousness of the reason for non-participation, the teacher will assess whether he will determine written compliance or excuse the student's non-participation without written compliance.	
Learning outcomes: To familiarize students with the theoretical foundations of local self-government, representative and direct democracy, and, alternatively, to familiarize students with the application of the given institutes in selected European Union countries.	
Brief outline of the course: <ol style="list-style-type: none"> 1. Theoretical principles of local self-government, European charter of local self-government 2. Significance and functions of elections in a democratic state, right to vote 3. Electoral systems, principles and forms of direct democracy 4. Local democracy in the Slovak Republic I. 5. Local democracy in the Slovak Republic II. 6. Local democracy in the Czech Republic 7. Local democracy in Hungary 8. Local democracy in the Republic of Poland 9. Local democracy in the Federal Republic of Germany 10. Local democracy in Austria 11. Local democracy in Sweden 12. Local democracy in France 13. Local democracy in Spain 	
Recommended literature: <ol style="list-style-type: none"> 1. MORENO, A-M.: Local Government in the Member States of the European Union [Texto impreso] : a Comparative Legal Perspective. First edition. Madrid: Instituto Nacional de Administración Pública, 2012. 	

2. Palúš, I.: Miestna správa vo vybraných štátoch EÚ, UPJŠ, Košice, 2002.					
3. Orosz, L. – Jirásková, V.: Ústavné právo porovnávacie (Základy ústavného práva Českej republiky, Poľskej republiky, Maďarskej republiky), UPJŠ, Košice, 2007 – vybrané časti.					
Course language: English language					
Notes:					
Course assessment Total number of assessed students: 0					
A	B	C	D	E	FX
0.0	0.0	0.0	0.0	0.0	0.0
Provides: doc. JUDr. Mgr. Michal Jesenko, PhD., Mgr. Viktória Adamov Kráľová, PhD.					
Date of last modification: 16.09.2024					
Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka					

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KEaRVS/AJ-MAK- d/22	Course name: Macroeconomy
Course type, scope and the method: Course type: Lecture / Practice Recommended course-load (hours): Per week: 2 / 1 Per study period: 28 / 14 Course method: present	
Number of ECTS credits: 5	
Recommended semester/trimester of the course: 1.	
Course level: I.	
Prerequisites:	
Conditions for course completion: <ol style="list-style-type: none"> 1. Participation in teaching in accordance with the study rules and instructions of the teacher 2. Activity with the seminar. 3 Continuous written tests. 4. Self-study of recommended literature. Conditions for final evaluation: written exam. The required number of points is determined by the rating scale. Conditions for successful completion of the course: <ol style="list-style-type: none"> 1. Participation in teaching in accordance with the study regulations and according to the instructions of the teacher. 2. Mastering the conditions of the interim and final evaluation in the overall expression at the level of at least 52%. 	
Learning outcomes: Learning outcomes During the continuous and final evaluation, the student will demonstrate adequate mastery of the content standard of the course, which is defined by the required and recommended literature, and will demonstrate mastery of the performance standard. The graduate of the course will acquire basic theoretical knowledge of macroeconomics and international economic relations at the level of the latest knowledge of world economic science. The student will learn the terminology and understand the connections between individual macroeconomic categories. The student will master the factors influencing the macroeconomic balance and determinants of economic growth. He knows the causes of cyclical development of the economy and the relationship between inflation and unemployment. They will learn the basics of macroeconomics of an open economy and understand the integration processes determined by international monetary relations. He will gain theoretical and methodological prerequisites for the study of related applied economic disciplines, which are important for acquiring the knowledge needed to know the functioning of public administration in European countries	
Brief outline of the course: <ol style="list-style-type: none"> 1. Basic starting points and assumptions of economic functioning, macroeconomic goals, 2. Macroeconomic subjects and macroeconomic cycle. 	

3. Macroeconomic balance. Aggregate demand, aggregate supply. 4. Consumption, savings, investments. 5. Economic growth. 6. Cyclical development of the economy. 7. Money and the money market. 8. Inflation, causes and consequences. 9. Unemployment in the current economy. 10. Macroeconomic role of the state and its main goals. 11. Macroeconomics of open economy. 12. Internationalization of economic relations. 13. International monetary relations.					
Recommended literature: 1. Gregory N. Makiw.2016. Principles of Macroeconomics. 6th. edition. University of Minnesota Libraries Publishing. ISBN 978-0538453066 2. Robert Frank, Ben Bernanke, Kate Antonovics, Ori Heffe. 2019. Principles of Macroeconomics. McGraw Hill, ISBN 978-1230110920. 3. Karl, F, Case, Ray C, Fair, Sharon E, Oster. 2017. Principles of Macroeconomics. University Yale. ISBN 978-80134078809.					
Course language: english language					
Notes:					
Course assessment Total number of assessed students: 0					
A	B	C	D	E	FX
0.0	0.0	0.0	0.0	0.0	0.0
Provides: doc. Ing. Ladislav Suhányi, PhD., MBA, PhDr. Milan Douša, PhD.					
Date of last modification: 14.09.2024					
Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka					

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KEaRVS/AJ-EVS MANT-d/24	Course name: Management Theories
Course type, scope and the method: Course type: Lecture / Practice Recommended course-load (hours): Per week: 2 / 1 Per study period: 28 / 14 Course method: present	
Number of ECTS credits: 5	
Recommended semester/trimester of the course: 3.	
Course level: I.	
Prerequisites:	
Conditions for course completion: The course ends with a classified evaluation. The classified evaluation is obtained based on the sum of the points of the conditions set for the classified evaluation: 1. Participation in teaching in accordance with the study rules and instructions of the teacher at least 80 %. 2. Activity during the seminar – student can get max. 20 points, without minimum. 3. Continuous control of studies – 1.test max. 15 points, without minimum; 2. test, max. 25 points, without minimum) 4. Submission and presentation of the semestral work- max. 40 points., no minimum (students submit the work and present it on a topic related to current topics in manager practices, the choice of the topic is up to the student, with the subsequent approval of the teacher) To complete the course for A 91-100 points, for B 81-90 points, for C 71-80 points, for D 61-70 points and for E 52-60 points. In the case that the student receives less than 52 points in the regular classified assessment, he/she may take a corrective classified assessment in the consultation week, which will be in the form of a test of the whole semester's topics in the range of 40 points. Credit will not be awarded to a student who does not earn at least 52 points in the final assessment.	
Learning outcomes: After completing the course, the student will gain basic knowledge of management as a science, theory and practice. Gain information about selected classical, neoclassical and modern theories of management, pragmatic and empirical approach in management. The output of the education will be knowledge of basic opinions in the field of people management, strategic management, quality management. The intention is also to develop the student's digital competencies.	
Brief outline of the course: 1. The essence and importance of theory for practice. 2. Management as a science, theory and art. 3. Classical theories of management. 4. Neoclassical theories of management 5. Modern theories of management.	

6. Pragmatic and empirical approach in management. 7. Japanese management system. 8. American management system. 9. European management system. 10. Theories and approaches focused on change management. 11. Theories and approaches focused on quality management. 12. Current trends in the theory and practice of management. 13. Global management.					
Recommended literature: 1. James McGrath, Bob Bates, 2015. 89 nejdůležitějších manažerských teorií pro praxi. Praha : Management Press, 261 s. ISBN 978-80-7261-382-3. 2. Lang H. 2007. Management – trendy a teorie. Praha : C.H. Beck. 292 s. ISBN 978-80-7179-683-1. 3. Cole, G. A., 2003. Management Theory and Practice. London : Thomson. ISBN 978-1-844480-088-9. 4. Eric H. Kessler, 2013. Encyclopedia of management theory. UK : SAGE Publications. ISBN 798-1-4129-9782-9.					
Course language: english					
Notes:					
Course assessment Total number of assessed students: 0					
A	B	C	D	E	FX
0.0	0.0	0.0	0.0	0.0	0.0
Provides: PhDr. Milan Douša, PhD.					
Date of last modification: 03.05.2024					
Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka					

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KEaRVS/AJ- MANVS-d/22	Course name: Management in Public Administration
Course type, scope and the method: Course type: Lecture / Practice Recommended course-load (hours): Per week: 2 / 1 Per study period: 28 / 14 Course method: present	
Number of ECTS credits: 5	
Recommended semester/trimester of the course: 5.	
Course level: I.	
Prerequisites:	
Conditions for course completion: Conditions for continuous evaluation: 1. Participation in teaching in accordance with the study regulations and instructions of the teacher. 2. Activity at the seminar. 3. Continuous written test (max. 40 and min. 21 points). 4. Self-study of recommended literature Conditions for the final evaluation: Final written exam (max. 60 and min. 31 points). Conditions for successful completion of the course: 1. Participation in teaching in accordance with the study regulations and according to the instructions of the teacher; 2. Mastering the conditions of the interim and final evaluation in the overall expression at the level of at least 52 points.	
Learning outcomes: After completing the course the student will be able to use basic management tools in the process management and decision-making. They will get acquainted with theoretical and practical specifics of management EU public administration organizations. Developing digital competences.	
Brief outline of the course: The subject content includes the following topics: 1. explain what management and specificities of public administration are, 2. define, describe and apply basic management functions, 3. define, explain change management in public administration organizations, 4. identify how to introduce changes in organizations, 5. to minimize resistance to change and to use effective procedures in the management of PA organizations, 6. plan public administration activities, 7. organize public administration activities, 8. control public administration activities, 9. correctly select control tools for situation assessment, impact analysis, problem-solving and change management within PA;	

10. define and apply criteria for selecting and evaluating efficiency in the management of PA,
11. apply the principles of procedural management in public administration organizations,
12. describe the process management models to be implemented in the management of the PA,
13. New Public Management in the theory and practice of public administration in the SR and EU.

Recommended literature:

1. Bodemann, M., 2018. Management in Public Administration: Developments and Challenges in Adaption of Management Practices Increasing Public Value. Springer. p. 248. ISBN 9783658226879
2. Jan-Erik Lane, 2006. Public Administration & Public Management: The Principal-Agent Perspective. Routledge. P. 304. ISBN 9781134199952.
3. Vigoda-Gadot, E. & A. Cohen, 2004. Citizenship and Management in Public Administration: Integrating Behavioral Theories and Managerial Thinking. Edward Elgar Publishing. p. 317. ISBN 9781781957721.

Course language:

English language

Notes:

Course assessment

Total number of assessed students: 0

A	B	C	D	E	FX
0.0	0.0	0.0	0.0	0.0	0.0

Provides: PhDr. Darina Koreňová, PhD., univerzitná docentka

Date of last modification: 12.09.2024

Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice					
Faculty: Faculty of Public Administration					
Course ID: ÚINF/MIS2/18		Course name: Management of information systems			
Course type, scope and the method: Course type: Lecture / Practice Recommended course-load (hours): Per week: 1 / 3 Per study period: 14 / 42 Course method: present					
Number of ECTS credits: 5					
Recommended semester/trimester of the course: 4.					
Course level: I.					
Prerequisites:					
Conditions for course completion:					
Learning outcomes:					
Brief outline of the course:					
Recommended literature:					
Course language:					
Notes:					
Course assessment Total number of assessed students: 56					
A	B	C	D	E	FX
14.29	14.29	33.93	14.29	10.71	12.5
Provides: prof. RNDr. Gabriel Semanišin, PhD., Ing. Štefan Puci					
Date of last modification: 23.11.2021					
Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka					

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KEaRVS/AJ-MAE-d/24	Course name: Managerial Economics
Course type, scope and the method: Course type: Lecture / Practice Recommended course-load (hours): Per week: 2 / 1 Per study period: 28 / 14 Course method: present	
Number of ECTS credits: 5	
Recommended semester/trimester of the course: 2.	
Course level: I.	
Prerequisites:	
Conditions for course completion: The subject concludes with classified assessment. Classified assessment is obtained based on the sum of points earned and the fulfillment of specified conditions for classified assessment: Attendance in classes according to the study regulations and instructor's instructions. Seminar activity and ongoing completion of assigned tasks according to the instructor's instructions - maximum 20 points (20% of the subject grade). First interim written test - maximum 40 points (40% of the subject grade). Second interim written test - maximum 40 points (40% of the subject grade). To successfully complete the subject, students must earn a minimum of 10 points for completing assigned tasks according to the instructor's instructions during the semester, a minimum of 21 points for the first written test, and a minimum of 21 points for the second written test. Overall, to achieve the final grade A, students need to obtain: 91 - 100 points, for grade B: 81 - 90 points, for grade C: 71 - 80 points, for grade D: 61 - 70 points, and for grade E: 52 - 60 points. Credits will not be awarded to students who do not obtain at least 52 points in the final assessment. Detailed requirements for successfully completing the subject are annually updated on the subject's electronic notice board in AiS2 or in the repository for digital support materials (LMS Moodle UPJŠ).	
Learning outcomes: Upon successful completion of the course, the student is familiar with the most essential theoretical foundations and connections of enterprise operation in a market economy, with an emphasis on understanding the importance of effective business operations as key entities influencing the dynamic economic development of regions.	
Brief outline of the course: 1. Introduction to Business Economics. 2. Enterprise Transformation Process. 3. Typology of Enterprises I. - Sole Proprietorship. Companies - Public Limited Company, Limited Partnership. 4. Typology of Enterprises II. - Companies - Limited Liability Company, Joint-Stock Company. Special Forms of Enterprises.	

5. Business Life Cycle. 6. Enterprise Assets I. - Non-current Assets. 7. Enterprise Assets II. - Current Assets of the Enterprise. 8. Financial Structure of the Enterprise. 9. Enterprise Costs. 10. Enterprise Revenues. 11. Financial Management of the Enterprise. 12. Cash Flows of the Enterprise. 13. Current Issues in Enterprise Functioning in a Market Economy.					
Recommended literature: 1. EARL, P E. 2005. Business economics: a contemporary approach. Maidenhead [u.a. McGraw Hill Education. 2005. ISBN 0-07-710392. 2. KASSAY, S. 2010. Enterprise and Entrepreneurship (Volume one) - Entrepreneurial Environment. Bratislava: VEDA. ISBN 9788022411387. 3. KASSAY, S. 2011. Enterprise and Entrepreneurship (Volume two) - Economics and finance. Bratislava: VEDA. ISBN 9788022411448.					
Course language: english					
Notes:					
Course assessment Total number of assessed students: 0					
A	B	C	D	E	FX
0.0	0.0	0.0	0.0	0.0	0.0
Provides: Ing. Zuzana Hrabovská, PhD.					
Date of last modification: 04.05.2024					
Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka					

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice					
Faculty: Faculty of Public Administration					
Course ID: KVPaTVS/AJ-EVS-MCW/22		Course name: Micro credential window			
Course type, scope and the method: Course type: Recommended course-load (hours): Per week: Per study period: Course method: present					
Number of ECTS credits: 5					
Recommended semester/trimester of the course: 1., 2., 3., 4., 5., 6..					
Course level: I.					
Prerequisites:					
Conditions for course completion: The student consults in advance with the study department of the faculty and the person responsible for the study programme of the relevant study program about his / her intention to complete the course at a foreign university. On the basis of the student's application for recognition of the course and recognition of credits at the study department of the faculty after completing the course and submitting a credible proof of completion in accordance with Art. 9, point 6 of the study regulation Pavol Jozer Šafárik University in Košice.					
Learning outcomes: Knowledge acquired in the environment of a foreign educational institution is beneficial for further education of the student. This way of education provides students with opportunities to expand even more their valuable experience, contacts and, last but not least, a new perspective for further research and employment of the student in the European labor market.					
Brief outline of the course:					
Recommended literature:					
Course language: english language/german language/french language					
Notes: Based on consultation with the study department and the person responsible for the study programme of the study program, the student can obtain 2-6 credits (according to the type, scope, difficulty and relevance of the course), while the final evaluation is carried out on a scale set by the person responsible for the study programme .					
Course assessment Total number of assessed students: 0					
A	B	C	D	E	FX
0.0	0.0	0.0	0.0	0.0	0.0
Provides:					

Date of last modification: 16.05.2022
Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KVPD/ AJ-OaČVS-d/24	Course name: Organization and Public Administration Activities
Course type, scope and the method: Course type: Lecture / Practice Recommended course-load (hours): Per week: 2 / 1 Per study period: 28 / 14 Course method: present	
Number of ECTS credits: 5	
Recommended semester/trimester of the course: 4.	
Course level: I.	
Prerequisites:	
Conditions for course completion: The course ends with a graded assessment. The classified assessment is obtained on the basis of the sum of the points specified in the conditions of the classified assessment: 1. Participation in classes in accordance with the study schedule and teacher's instructions. 2. Activity at the seminar. 3. Continuous written test (max. number of points – 100; min. number of points – 52) It is necessary to obtain 91-100 points for the final grade A, 81-90 points for grade B, 71-80 points for grade C, 61-70 points for grade D and 52-60 points for grade E. Credits will not be granted to a student who did not obtain at least 52 points in the final assessment. Detailed conditions for successful completion of the subject are updated annually on the subject's electronic bulletin board in AiS2 or in the repository for digital support materials (LMS Moodle UPJŠ).	
Learning outcomes: After completing the course, the student will acquire theoretical knowledge of the organization and individual forms of public administration activities, which in their aggregate represent an essential framework of administrative and administrative regulation of public administration at European and national level.	
Brief outline of the course: 1. Public administration and its subsystems. Organizational and functional conception of public administration 2. Public administration entities and executors. Addressees of public administration. 3. Organization of public administration - legal basis and principles 4. Organization of government and central state administration 5. Local government and its organization 6. Self-government as a subsystem of public administration in organizational concept 7. Functions and methods of public administration 8. Forms of public administration - characteristics 9. Standard forms of public administration activity 10. Forms of public administration in the area of management activities. Internal regulations in public administration	

11. Individual legal-application forms of public administration activities 12. Other forms of public administration activities (socio-organizational measures and material technical operations in public administration, factual acts) 13. Employees in public administration					
Recommended literature: Seerden, R. (eds.): Comparative Administrative Law. Administrative Law of the European Union, Its Member States and the United States. 4th ed. Intersentia. 2018					
Course language: english					
Notes:					
Course assessment Total number of assessed students: 0					
A	B	C	D	E	FX
0.0	0.0	0.0	0.0	0.0	0.0
Provides: JUDr. Róbert Gyuri, PhD.					
Date of last modification: 03.05.2024					
Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka					

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KSS/ AJ-EORG-d/22	Course name: Organizational Behaviour
Course type, scope and the method: Course type: Lecture / Practice Recommended course-load (hours): Per week: 2 / 1 Per study period: 28 / 14 Course method: present	
Number of ECTS credits: 5	
Recommended semester/trimester of the course: 4.	
Course level: I.	
Prerequisites:	
Conditions for course completion: „Incoming Erasmus+ students / foreign mobility students: Conditions for course completion for incoming mobility students will be individually agreed upon and determined, always at the first consultation. The usual prerequisites for course completion are, for example, an oral exam, a written exam, a paper, a presentation, an assignment, etc.“ In-class participation & activities. Semestral work. Two Mid-Term Exams. Final exam. Student can gain 60 points during the semester. In-class participation, activity and sum of points gained during the semester will be evaluated in the term of possibility to be admitted to the final examination (student needs to earn at least 31 points). Student can earn max. 40 points during final exam, he/she needs at least 21 points. The final grade consists of points from final examination and from points gained during semester. Final grading: A (91-100), B (81-90), C (71-80), D (61-70), E (52-60), FX (51 and less). The course is successfully completed if the student obtains grades A - E.	
Learning outcomes: The student will be acquainted with the issue of organizational behavior and its fundamental topics from the perspective of the individual, group and organization. He/she will gain knowledge of individual (eg. personality, motivation), group (eg. leadership, group processes) and systematical aspects of organizational behavior (eg. organizational culture). He/she will be able to grasp the acquired theoretical knowledge and transform it into the practical area of professional life in the context of european area of public administration.	
Brief outline of the course: <ol style="list-style-type: none"> 1. Organizational behavior 2. Personality 3. Social cognition and perception 4. Communication 5. Social behavior 6. Emotions and motivation 7. Groups and teams 8. Group process 9. Leadership 10. Conflicts and negative work events 	

11. Power and organizational politics 12. Organizational culture 13. Organizational change and development					
Recommended literature: 1. Black, S., Gardner, D. G., Pierce, J. L., & Steers, R. 2019. Organizational Behavior. Montreal: Pressbooks. 2. Robbins, S. P., & Judge, T. A. 2013. Organizational Behavior. New Jersey: Pearson Education. 3. Smith, P., Farmer, M., Yellowley, W. 2012. Organizational Behaviour. Londýn: Routledge.					
Course language: slovak, english					
Notes:					
Course assessment Total number of assessed students: 0					
A	B	C	D	E	FX
0.0	0.0	0.0	0.0	0.0	0.0
Provides: doc. Mgr. Gabriela Kravčáková, PhD., PhDr. Eliška Zásadová, PhD.					
Date of last modification: 23.04.2025					
Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka					

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KVPaTVS/AJ-POL- d/22	Course name: Politology
Course type, scope and the method: Course type: Lecture / Practice Recommended course-load (hours): Per week: 2 / 1 Per study period: 28 / 14 Course method: present	
Number of ECTS credits: 5	
Recommended semester/trimester of the course: 1.	
Course level: I.	
Prerequisites:	
Conditions for course completion: midterm exam (25 points) seminar paper (10 points) news (5 points) final exam (60 points)	
Learning outcomes: After the course the student has knowledge about the definition of political science from historical, theoretical and ideological point of view. The student also acquires basic information about fundamental political concepts, methodological approaches and main objects of political science. The framework of this subject is possible to synthesize with subjects focused on law, economics or philosophy. After the successful completion of the course, the student is aware about the current social and political situation in the state and he or she is able to discuss about current political issues.	
Brief outline of the course: 1. Basic Elements of Political Science. 2. Political Ideologies - liberalism, conservatism, socialism. 3. Political Ideologies -nationalism, fascism, environmentalism, feminism. 4. Political System and its Subsystems. 5. Political System - D. Easton. 6. Democratic and Non-Democratic Forms of Government. 7. State. 8. Political Parties and Interest Groups. 9. Party Systems. 10. Elections and Election Systems. 11. Modern Political Theories - theory of political communication, rational choice theory, 12. Modern Political Theories - theory of political coalitions. 13. Civil society and political participation.	
Recommended literature: 1. BALL, T., DAGGER, R. (2016): Political Ideologies and the Democratic Ideal, Routledge, 2016. ISBN 9781138650015.	

2. HERRON, E.S. (2018): The Oxford Handbook of Electoral Systems, 2018. Oxford University Press, ISBN 978-0190258658.
3. HEYWOOD, A. (2019): Politics, Red Globe Press, 2019. ISBN 978-1352005455.
4. HEYWOOD, A. (2012): Political Ideologies, Palgrave, 2012. ISBN 9780230367258.
5. ROSKIN, M.G. (2012): Political Science an Introduction, Pearson, 2012. ISBN 9780205006274.
6. SOSNICK, S.H. (2016): Which Election System is Best? A Comprehensive Comparison of World Wide Election Systems, Create Space Independent Publishing Platform, 2016. ISBN 978-1533309181.
7. WARE, A. (1995): Political Parties and Party Systems, Oxford University Press, 1995. ISBN 978-0198780779.

Course language:

English language

Notes:

Course assessment

Total number of assessed students: 0

A	B	C	D	E	FX
0.0	0.0	0.0	0.0	0.0	0.0

Provides: doc. PhDr. Richard Geffert, Ph.D.

Date of last modification: 14.09.2024

Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: Dek. FVS/OS-d/21	Course name: Practice
Course type, scope and the method: Course type: Recommended course-load (hours): Per week: Per study period: Course method: present	
Number of ECTS credits: 4	
Recommended semester/trimester of the course: 1., 2., 3., 4., 5., 6..	
Course level: I.	
Prerequisites:	
Conditions for course completion: Proven completion of a traineeship in a public administration organisation of at least 8 weeks at a rate of 3 hours per week, i.e. a total of at least 24 hours.	
Learning outcomes: Application of theoretical knowledge into practical implementation in the conditions of a specific organization public administration.	
Brief outline of the course: Professional internship in institutions of state administration, local self-government, including legal entities established or established by a municipality, a higher territorial unit or a public corporation in the Slovak Republic. Internship in similar institutions under the first sentence abroad.	
Recommended literature:	
Course language:	
Notes:	
Course assessment Total number of assessed students: 31	
abs	neabs
93.55	6.45
Provides:	
Date of last modification: 24.08.2022	
Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka	

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KSS/ AJ-PRZR EVS-d/24	Course name: Presentation Skills
Course type, scope and the method: Course type: Lecture / Practice Recommended course-load (hours): Per week: 1 / 2 Per study period: 14 / 28 Course method: present	
Number of ECTS credits: 5	
Recommended semester/trimester of the course: 2.	
Course level: I.	
Prerequisites:	
Conditions for course completion: Conditions for continuous assessment: The student is obliged to take the course in its entirety. The student is expected to complete the assignments on a regular basis as instructed by the teacher. Max. 90 points. Active presentation. Max. 10 points. A student passes the course if he/she obtains a minimum of 51 points out of 100 possible points. Final assessment requirements: The course is successfully passed if the student obtains a minimum of 51 points during the semester. Conditions for successful passing of the course: 1. Attendance in the class according to the syllabus and as instructed by the teacher; 2. In accordance with the course syllabus, the student is required to complete the course requirements and to comply with the requirements of the continuous assessment.	
Learning outcomes: The course provides students with theoretical knowledge of presentation skills and provides practical exercises focused on presentation in public administration management, which is a necessary part of communication and managerial competencies applied in the management process of public administration organisations and its effective use constitutes a competitive advantage in the labour market. In public administration, presentation skills are an integral part of the work of mayors, chairmen of local government regions, as well as employees of public administration organisations in personal oral and impersonal written contact with clients, citizens and residents, voters, etc.	
Brief outline of the course: 1. Introduction. Concepts. Content: Marketing, advertising, public, publicity, public affairs, image, logo, goodwill, presentation... 2. Presentation. Characteristics of a presentation. Purpose of a presentation. Content: Characteristics of the presentation. Purpose of the presentation. Presentation in relation to the chosen topic. Breakdown of the presentation by content (introduction, core, conclusion),	

by objective (motivational, persuasive, informative, expository, argumentative ...). Objective of the presentation. Elements of a good presentation - content, design, delivery. Current trends in presentation and its use.

3. Advantages and disadvantages of the presentation and presentation tools. Types of presentation. Content: The use and importance of the presentation in public administration and European public administration. Types of presentation: written, oral.

4. Principles for making presentations. Rules for the preparation and presentation of slides. Content: Rules for preparation and presentation of slides. Errors and shortcomings of the presentation. Planning a presentation. Combination of tools. Compatibility of the tools used. Effectiveness of the presentation. The power of colour. Graphic tools, interactivity, clarity, multimedia, humour, spontaneity, visualisation, attractiveness. Presentation software tools. Texts and objects. Graphics and aesthetics. Animation and presentation..

5. Preparation of a presentation. Preparing the text of the presentation.

Content: Preparation of the presentation text - an outline of the text, examination of literary sources and research results, grouping information into logical units. Formal editing, readability, clarity, structuring, adaptation. Respect for the aim and purpose of the presentation. Content expertise and content handling. Respect for copyright, personal data protection.

6. Implementation of the presentation. Body language, delivery, interaction with the audience.

Content: Body language, delivery, interaction with the audience - "mediating" skills. Respecting the aim, purpose and content. Acceptance of the audience. Appearance (dress, grooming) and behaviour of the presenter; consistency of verbal and non-verbal communication; techniques for establishing and maintaining contact with the audience. Personality of the presenter (image, impression).

7. Audience reaction to the presentation.

Content: Perception of the content and proportion of the presentation. Assessment of the creativity of the processing and execution of the presentation. Overall impression of the presentation. Reaction to audience questions. Spontaneity, humour, active listening, misunderstandings. Evaluation of feedback.

8. Conscious time management, self-management, self-marketing, self-criticism.

Content: Conscious time management, self-management, self-marketing, self-criticism. Time management. Authenticity, tactfulness, social behaviour, responsibility. Division of tasks according to importance, classification in a time schedule, estimation of the duration of an activity, determination of time reserves.

9. Rules of public speaking. Personality of the presenter.

Content: Personality of the presenter. Strengths and weaknesses of the presenter. Individual presentation. Team presentation. Principles of successful presenting. Individual preparation of the presenter - stress management, creating a good first impression, working with aids, cards with slogans, setting up the environment, preparation of technical support.

10. Style as a way of expression.

Content: Style as a way of expression. Functional styles of language used - narrative, rhetorical, journalistic other styles. Use and importance in public administration and European public administration.

11. Types and forms of public speaking (speeches).

Content: Types and forms of public speeches - informative, argumentative, persuasive, occasional.

12. Types of talks.

Content: Types of interviews (talks) - face-to-face, telephone, intake interview; informational, evaluative and persuasive interview.

13. Genres of narrative style and genres of journalistic style.

Content: Genres of narrative style and genres of journalistic style (study, report, article, editorial, commentary, review, discussion pieces, controversy).

Recommended literature:

BILINKSI, W., 2011: Velká kniha rétoriky. Jak s jistotou přesvědčivě vystupovat při každé příležitosti. Grada: Praha.
CARNEGIE, D., 2010. Prejavy na verejnosti. Bratislava: Príroda.
HERTZER, K., 2006. Rétorika v zaměstnání. Praha: Grada.
HOSPODÁROVÁ, I., 2007. Prezentační dovednosti. Praha: Agora.
MANDEL, S., 2006. Presentation Skills: a Practical Guide to Better Speaking. Thomson-NETg.
PLAMÍNEK, J., 2004. Sebeřízení. Praha Grada.
SCHWABISCH, J., 2016. Better Presentation. Columbia University Press. ISBN: 978-0-23-117521-0.
ŠPAČKOVÁ, A., 2015. Trénink techniky řeči. Naučte se mluvit barevně. Grada: Praha.
ŠPAČKOVÁ, A., 2011. Umění dialógu. Jak si s lidmi opravdu porozumět. Grada: Praha.
TINKOVÁ, E., 2010. Rétorika. Aneb řeč jako nástroj. Prostějov: Computer media.
ŽANTOVSKÁ, I., 2015. Rétorika a komunikace. Praha: Dokořán.

Course language:

english

Notes:**Course assessment**

Total number of assessed students: 0

abs	neabs
0.0	0.0

Provides: PhDr. Eliška Zásadová, PhD.

Date of last modification: 03.05.2024

Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KEaRVS/AJ-EPRM- d/22	Course name: Project Management
Course type, scope and the method: Course type: Lecture / Practice Recommended course-load (hours): Per week: 1 / 2 Per study period: 14 / 28 Course method: present	
Number of ECTS credits: 5	
Recommended semester/trimester of the course: 5.	
Course level: I.	
Prerequisites:	
Conditions for course completion: Conditions for continuous assessment: 1. Attendance at classes in accordance with the study regulations and the teacher's instructions (max. 10 points) 2. Activity at the seminars (max. 10 points). 3. Preparation, submission and defence of the project (max. 80 and min. 40 points). Conditions for final assessment: Final written examination (max.60 and min.31 points). Conditions for successful passing of the course: 1. Attendance at classes in accordance with the study regulations and the teacher's instructions 2. Mastery of the conditions of the continuous and final assessments of at least 60 % in total.	
Learning outcomes: To teach students the procedures for planning a project and working according to a plan in the implementation of a project, to teach them to specify the project precisely and to deal with specific situations arising during the project. Upon completion of the course, students will be able to: explain what a project is and the principles of project management, describe the phases of project management, define a project and its objectives, plan a project, organize project work and a project team, properly select control tools for situation assessment, consequence analysis, problem solving, and change management within a project, describe organizational models of project management, define and use criteria for selecting and evaluating project effectiveness.	
Brief outline of the course: 1. Introduction to project management and project development. Who uses project management and when. 2. Five phases of project management. 3. Defining a project and basic project types. 4. Project and project documentation. 5. Phases and risks in the project planning process. 6. Project organization, hierarchy in project management and project team. 7. Project control process and evaluation criteria. 8. Project closure and project administration . 9. Organisational models of project management. 10. Utilization of computer technology in the preparation process.	

11. Implementation and evaluation of projects and project works. 12. European Structural Funds and project management. 13. Summary and consultation on Project Management issues.					
Recommended literature: 1. Harold Kerzner, H. 2013. Project Management: A Systems Approach to Planning, Scheduling, and Controlling. Eleventh edition, New York, ISBN 978-1-118-02227-6 2. Roberts, P. 2013. Guide to Project Management: Getting it right and achieving lasting benefit. Wiley; 2 Edition, London, ISBN-13: 978-1118383704. 3. Horine, G. 2012. Project Management Absolute Beginner's Guide. Publisher: Que Publishing; 3 edition (October 26, 2012), ISBN-13: 978-0789750105 4. https://www.grada.sk/projektovy-management-v-praxi-8863/					
Course language: English language					
Notes:					
Course assessment Total number of assessed students: 0					
A	B	C	D	E	FX
0.0	0.0	0.0	0.0	0.0	0.0
Provides: doc. Ing. Anna Čepelová, PhD.					
Date of last modification: 12.09.2024					
Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka					

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KVPaTVS/AJ-TVS- d/22	Course name: Public Administration Theory
Course type, scope and the method: Course type: Lecture / Practice Recommended course-load (hours): Per week: 2 / 1 Per study period: 28 / 14 Course method: present	
Number of ECTS credits: 5	
Recommended semester/trimester of the course: 2.	
Course level: I.	
Prerequisites:	
Conditions for course completion: Attending lectures. Active participation on seminars. Permanent evaluation of individual preparation. Oral final exam.	
Learning outcomes: The aim of the course is to clarify and explain basics of public administration as an independent scientific discipline. Besides, the course is focused on position of public administration in the system of social sciences, subject of public administration, basic terms, methods, theories and models of public administration.	
Brief outline of the course: <ol style="list-style-type: none"> 1. Approaches to public administration 2. Interdisciplinary approach to public administration 3. Public administration as an interdisciplinary science 4. Public administration as an independent scientific discipline, subject and basic terms 5. System approach in public administration 6. Attributes, criteria and principles of public administration 7. Institutional approach in public administration 8. State administration, local self-government, public institutions 9. Functional approach in public administration 10. Theories of public administration 11. Models of public administration 12. Reform of public administration - conditions, requirements and aims 13. Basic processes and methods in public administration 	
Recommended literature: <ol style="list-style-type: none"> 1. Larry S. Luton: Qualitative Research Approaches for Public Administration, 2010, M.E.Scharpe, New York, ISBN 978-0-7656-1686-9 2. Page E.C., 2016, Public Administration Reforms in Europe, Edward Elgar, Northampton, ISBN 978-1-78347-540 (e Book) 3. Toonen T.A.J. 2011, Policy, Performance and Management in Governance and Intergovernmental Relations, Edward Elgar, Northampton, ISBN 978-1-84844-3204. 	

4. Batley,R Stoker,G:1996, Local Democracy and Local Government, MACMILLAN PRES LTD, London,ISBN 978-1-349-25022-6 (e Book)
Odporúčaná lit.
5. Sorensen E,Tornfing J.: 2007, Theories of Democratic Network Governance, PALGCAVE MACMILLAN, ISBN 978-0-230-62500-6 (e Book)

Course language:

English

Notes:

Course assessment

Total number of assessed students: 0

A	B	C	D	E	FX
0.0	0.0	0.0	0.0	0.0	0.0

Provides: doc. Ing. PhDr. Stanislav Konečný, PhD.

Date of last modification: 28.09.2024

Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KEaRVS/AJ-VFEU-d/22	Course name: Public Finance in the European Union
Course type, scope and the method: Course type: Lecture / Practice Recommended course-load (hours): Per week: 2 / 1 Per study period: 28 / 14 Course method: present	
Number of ECTS credits: 5	
Recommended semester/trimester of the course: 5.	
Course level: I.	
Prerequisites:	
Conditions for course completion: 1. Participation in teaching activities in accordance with the study regulations and according to the instructions of the teacher. 2. Active participation in seminars. 3. Written exam (20 points) 4. Elaboration of tasks related to the course topics (for a total of 15 points) 5. Self-study of compulsory literature. Students have to received at least 21 points. - Conditions for the final evaluation: Final written exam (max. 60 points) - Conditions for successful completion of the course: 1. Participation in teaching activities in accordance with the study regulations and according to the instructions of the teacher. 2. Fulfillment the conditions of the mid-term and final evaluations in the overall expression at at least 52%. (Obtaining at least 52 points out of 100 points). Final grading scale: 91 - 100 = A (excellent), 81 - 90 = B (very good), 71 - 80 = C (good), 61 - 70 = D (satisfactory), 52 - 60 = E (sufficient), 51 and less = FX (insufficient).	
Learning outcomes: By completing the course, students will have knowledge of: <ul style="list-style-type: none"> - public finances and their functions, - fiscal policy and coordination of budgetary policies in the EU, - the budgetary system, - public budget, public revenue and expenditure, - short-term and long-term fiscal imbalances and ways to cover the deficit and reduce public debt, - the Multiannual financial framework and the structure of the EU budget and the budgetary process, - EU fiscal rules and the European Semester. . By completing the course, students will acquire the following skills:	

- compare the public finances of EU countries in terms of the structure of public expenditure, the tax burden, the general government balance and public debt,
- use Eurostat data and other sources of public finance data,
- calculate fiscal multipliers,
- to be familiar with the EU budget and EU financial operations outside the EU budget, including new instruments such as Next Generation EU and SURE,
- be familiar with EU legislation, in particular on budgetary rules and the Multiannual financial framework.

By completing the course, students will acquire the following competencies:

- identify the problem and the causes of the phenomenon (e.g. increase in public spending, increase in indebtedness of member states, but also of the European Union),
- be familiar with the sources of revenue and the structure of expenditure in the EU budget,
- orientation in the EU financial system and its components,
- key competences such as the ability to analyze and solve a problem, communication, social and digital competences.

Brief outline of the course:

1. Introduction to public finance.
2. The stabilization function of public finances. Fiscal policy. Specifics of fiscal policy implemented in the monetary union.
3. Budgetary policy and budget system.
4. Public revenue and expenditures in EU countries.
5. EU financial system. Multiannual financial framework.
6. EU budget revenue. Own resources.
7. EU budget expenditure.
8. Budgetary procedure for the EU budget.
9. EU financial operations outside the general EU budget. Next Generation EU.
10. Short-term and long-term fiscal imbalances in EU countries.
11. Coordination of fiscal policies in EMU. Stability and growth pack.
12. European fiscal rules and their reform in response to the debt crisis.
13. European semester. National fiscal rules and supervision of them.

Recommended literature:

1. EUROPEAN COMMISSION, 2014. European Union Public Finance, 5th edition. Belgium. Available from: <https://publications.europa.eu/en/publication-detail/-/publication/8bc08dd0-f1ed-4f45-bab4-75ac2a63d048>
2. HYMAN, D.N. 2021. Public Finance: A Contemporary Application of Theory to Policy. 12th ed. Mason, Ohio: Thompson South-Western.
3. GRUBER, J. 2019. Public finance and public policy. 6th ed. New York: Worth Publishers.
4. ROSEN, H.S., T. GAYER. 2013. Public Finance. 10th Edition. New York: McGraw-Hill/Irwin.
5. EUROPEAN COMMISSION, 2022. Report on Public Finances in EMU 2021. ISSN 2443-8014. [online]. Available from: https://economy-finance.ec.europa.eu/document/download/d983aceb-5365-4b0b-b02e-a2d86720762e_en?filename=ip181_en_1.pdf
6. EUROPEAN COMMISSION, 2023. EU budget [online]. Available from: https://ec.europa.eu/info/strategy/eu-budget_en
7. EUROPEAN COMMISSION, 2023. EU funding programmes [online]. Available from: https://ec.europa.eu/info/funding-tenders/find-funding/eu-funding-programmes_en
8. EUROPEAN COMMISSION, 2023. A recovery plan for Europe. [online]. Available from: <https://www.consilium.europa.eu/sk/policies/eu-recovery-plan/>

9. Council Regulation (EU, Euratom) 2020/2093 of 17 December 2020 laying down the multiannual financial framework for the years 2021 to 2027
 10. Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union as amended
 11. EUROPEAN STABILITY MECHANISM. [online]. Available from: <http://www.esm.europa.eu/>

Course language:

English

Notes:

Course assessment

Total number of assessed students: 0

A	B	C	D	E	FX
0.0	0.0	0.0	0.0	0.0	0.0

Provides: Ing. Eva Mihaliková, PhD., univerzitný docent

Date of last modification: 16.09.2023

Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KVPaTVS/ AJTVPVS-st/19	Course name: Public Policy and Public Administration Theories
Course type, scope and the method: Course type: Recommended course-load (hours): Per week: Per study period: Course method: present	
Number of ECTS credits: 1	
Recommended semester/trimester of the course: 5., 6..	
Course level: I.	
Prerequisites:	
Conditions for course completion: Obtaining the required number of credits in the composition prescribed by the curriculum.	
Learning outcomes: Verification of the acquired competences of the student in accordance with the graduate profile.	
Brief outline of the course: <ol style="list-style-type: none"> 1. Definition of the basic concepts of politics and public policy. The genesis of public policy as a social practice and as a scientific discipline. The relationship between public policy and other scientific disciplines. 2. Public, group, individual interests. Majority and minority interests. Hierarchy of interests, nature and essence of public interests. Specifics of pan-European interests. 3. Process of formulation of public interests. Mechanisms for promoting interests through the state and civil society 4. Regulation of the life of society and its components. Actors of public policy. Civil society (third sector) in terms of public policy. 5. Instruments of public policy. 6. The process of public policy making. The public policy cycle and its main phases: formulation, implementation, evaluation 7. Legality and legitimacy in public policy. Public policy failures: corruption and clientelism. Lobbying. 8. The concept of "public administration" - definition in theoretical and practical context. 9. Principles of organizational construction of public administration systems. Models of public administration. 10. State administration as one of the subsystems of public administration. 11. Local government as one of the subsystems of public administration. 12. Selected concepts in the theory of public administration in the 20th century with emphasis on the concept of bureaucracy. 13. The relationship between politics and administration, etc. European and American public administration theory. 	

14. Contemporary trends and approaches to the study of public administration (New Public Management, Good Governance, etc.).					
15. Reform of public administration in Slovakia - objectives, process and current status.					
Recommended literature:					
Course language: English language					
Notes:					
Course assessment Total number of assessed students: 0					
A	B	C	D	E	FX
0.0	0.0	0.0	0.0	0.0	0.0
Provides:					
Date of last modification: 24.08.2022					
Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka					

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KSS/ AJ-KaKMSV-d/22	Course name: Quantitative and Qualitative Methods of Social Research
Course type, scope and the method: Course type: Lecture / Practice Recommended course-load (hours): Per week: 1 / 1 Per study period: 14 / 14 Course method: present	
Number of ECTS credits: 4	
Recommended semester/trimester of the course: 5.	
Course level: I.	
Prerequisites:	
Conditions for course completion: To complete the course, students must fulfill each of the assignments as described in the course and submit them to the instructor by the assigned deadline in the course submission area in LMS. Detailed conditions are updated annually in the e-learning portal LMS UPJŠ. Summary of assignment and point values: 1) Homework 1 – 5 points 2) Homework 2 – 10 points 3) Questionnaire – 20 points 4) Final test – 25 points To successfully complete the course, the student must obtain at least 31 points, while for final test must obtain at least 15 points.	
Learning outcomes: Students will acquire knowledge of the basic principles of research methods in the social sciences, applicable as decision-making tools in the evaluation and creation of data based public policies. After completing the course, the student should be able to design and carry out research - formulate goals, research questions, choose the appropriate research design and data collection method, select a sample, interpret the results, and present them. Students who successfully complete the course will be able to adequately assess the potential of social research for the needs of public policy and public administration and communicate the results to citizens and other stakeholders.	
Brief outline of the course: 1. Research in public administration 2. The research process and selecting a problem 3. Ethical issues and data management 4. Measurement, reliability, and validity 5. Sampling 6. Research designs 7. Interview methods 8. Focus groups 9. Questionnaires 10. Experiments in public administration	

11. Secondary analysis and official statistics 12. Evaluation research in public policy 13. Writing up social research	
Recommended literature: 1. YANG, K., MILLER G. J. (2008). Handbook of Research Methods in Public Administration. 2nd Ed. Taylor & Francis Group. 2. VAN THIEL S. (2022). Research Methods in Public Administration and Public Management: An Introduction. (2nd ed.). Routledge. 3. BROWN, M., HALE, K. (2014). Applied research methods in public and nonprofit organizations. John Wiley & Sons. 4. JOHNSON, G. (2010). Research Methods for Public Administrators. M. E. Sharpe. 5. O'SULLIVAN, RASSEL, G., BERNER, M., DeVANCE TALIAFERRO, J. (2017). Research Methods for Public Administrators (6th ed.). New York and London: Routledge.	
Course language: English	
Notes:	
Course assessment Total number of assessed students: 0	
abs	neabs
0.0	0.0
Provides: Mgr. Gizela Brutovská, PhD.	
Date of last modification: 14.09.2023	
Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka	

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KSS/ AJ-SPSY_EVS-d/22	Course name: Social Psychology
Course type, scope and the method: Course type: Lecture / Practice Recommended course-load (hours): Per week: 2 / 1 Per study period: 28 / 14 Course method: present	
Number of ECTS credits: 5	
Recommended semester/trimester of the course: 6.	
Course level: I.	
Prerequisites:	
Conditions for course completion: Course assignments and evaluation: the total score from which the classification is derived assumes active participation in the seminars, the mid-term test (15 points), the group project (25 points) and its presentation (10 points). The total number of points required is a minimum of 25 points. Assignments and evaluation details are updated annually in the LMS UPJŠ e-learning portal. Final test - 50 points. Grading: A = 91 - 100 points, B = 81 – 90 points, C = 71 – 80 points, D = 61 – 70 points, E = 51 – 60 points, FX = 0 – 50 points.	
Learning outcomes: By the end of the course, students should be able to... <ol style="list-style-type: none"> 1. Be familiar with research and theory describing how individuals understand themselves, their beliefs and attitudes, their own behavior, as well as the behavior of others. 2. Understand foundational concepts in social psychology. 3. Be able to identify the different ways in which people influence or try to influence someone and to identify the factors that increase or decrease the success of the influence. 4. Be able to apply psychological concepts, theories, and research findings in solving problems in everyday life and in society. 	
Brief outline of the course: <ol style="list-style-type: none"> 1. Introduction to social psychology 2. Social cognition - How we think about the social world 3. Social perception - How we come to understand other people 4. Attitudes and attitude change 5. Social influence – How others influence us 6. Social conflicts 7. Prosocial behavior – Why do people help? 8. Aggression – Why do we hurt other people? 9. Prejudices – Causes, consequences, and cures 10. Social psychology in action 	
Recommended literature:	

1. ARONSON, E., WILSON, T. D., SOMMERS, S. R. (2021). Social Psychology (10th ed.). Pearson. 2. MYERS, D., TWENGE, J. M. (2018). Social psychology (13th. Ed.). McGraw Hill Education. 3. HOGG, M., VAGHAN, G. M. (2017). Social psychology (8th ed.). Pearson.					
Course language: English					
Notes:					
Course assessment Total number of assessed students: 0					
A	B	C	D	E	FX
0.0	0.0	0.0	0.0	0.0	0.0
Provides: doc. Mgr. Iveta Jeleňová, PhD.					
Date of last modification: 12.09.2024					
Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka					

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KSS/ AJ-ESOC/22	Course name: Sociology
Course type, scope and the method: Course type: Lecture / Practice Recommended course-load (hours): Per week: 2 / 1 Per study period: 28 / 14 Course method: present	
Number of ECTS credits: 5	
Recommended semester/trimester of the course: 1.	
Course level: I.	
Prerequisites:	
Conditions for course completion: Conditions for continuous assessment: Written interim examination. The maximum number of points is 15, there is no minimum. Discussion resulting from scientific studies: The teacher will select a study (scholarly article) in the field of sociology and it will be provided to the students. The students will have a week to read and study the article. The content of the seminars will be a discussion about selected topics and student reflection. The student is required to attend all the seminars. A minimum of 21 points is required for admission to the final examination. Final assessment requirements: The examination will be in written form. A maximum of 60 points may be obtained from the examination, A minimum of 31 points must be obtained. The points obtained from seminars and in the examination are then added together. A minimum of 91 points is required for an A grade, 81 points for a B grade and 71 points for a C grade, D - 61 points and E - a minimum of 52 points. Prerequisites: 1. Attendance in the class according to the syllabus and as instructed by the teacher; 2. Compliance with the requirements of the continuous and final assessments	
Learning outcomes: Students are familiar with the elementary elements of the social structure of society, their mutual determination, as well as the diversity of views on the causal connections of specific social phenomena and processes. At the same time, they become acquainted with the foundations on which social life is built, the mechanisms of the formation of individual forms of social life, the processes of social mobility and the roles of social norms, social control and individual forms and types of social institutions in the regulatory and controlling processes of social life. This creates a prerequisite for understanding the functions of public administration in society. At the same time, it provides a basis for understanding the relevance of scientifically based knowledge about social phenomena for the practice of public administration.	

Brief outline of the course:

1. The subject and structure of sociology as a scientific discipline.
2. Assumptions of the emergence of sociology as a scientific discipline. Founders of sociology. Sociological conception of A. Comte.
3. Naturalistic and materialistic conception of the science of society in the work of H. Spencer, K. Marx and F. Engels.
4. The most important sociological paradigms of the late 19th and the first decades of the 20th century.
5. The most important sociological concepts of the 2nd half of the 20th century and the beginning of the 21st century.
6. Sociology Today.
7. Society and social life. Foundations of social life and the sociological concept of culture.
8. Social structure as the basic form of social life.
9. Forms of social life.
10. Social groups, social groupings.
11. Social processes and social movement.
12. Socialisation, social norms.
13. Methodology of sociological research.

Recommended literature:

Povinná:

ŽUPOVÁ, E. (2019): Sociologické aspekty verejnej správy. Košice: ŠafárikPress UPJŠ v KE.

BERGER, P. L. (2007): Pozvání do sociologie. Brno: Společnost pro odbornou literaturu - Barrister & Principal.

ČEPLÍKOVÁ, M., (2003): Základy sociológie pre právnikov. Vysokoškolské učebné texty. Košice: PF UPJŠ v KE.

GIDDENS, A., (1999): Sociologie. Praha: Argo.*

GIDDENS, A., SUTTON, W. P., 2021. Sociology. 8th Edition. John Wiley & Sons. ISBN: 978-0-74-56966-83.

JANDOUREK, J., (2003): Úvod do sociologie. Praha: Portál.

KELLER, J., (2008 a aj všetky predchádzajúce vydania): Úvod do sociologie. Praha: Sociologické nakladatelství.

KELLER, J., (2007): Dějiny klasické sociologie. Praha: Sociologické nakladatelství.

KRÁLOVÁ, L., (2006): Vybrané kapitoly zo sociológie. Vysokoškolské učebné texty. 2. doplnené vydanie. Košice: FVS UPJŠ v KE.

PETRUSEK, M., (2009): Základy sociologie. Praha: Akademie veřejné správy.

ŠUBRT, J., BALON, J., (2010). Soudobá sociologická teorie. Praha: Grada.

Course language:

English language

Notes:**Course assessment**

Total number of assessed students: 0

A	B	C	D	E	FX
0.0	0.0	0.0	0.0	0.0	0.0

Provides: doc. Mgr. Gabriela Kravčáková, PhD., Mgr. Gizela Brutovská, PhD.

Date of last modification: 14.09.2023

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: ÚTVŠ/ TVa/11	Course name: Sports Activities I.
Course type, scope and the method: Course type: Practice Recommended course-load (hours): Per week: 2 Per study period: 28 Course method: present	
Number of ECTS credits: 2	
Recommended semester/trimester of the course: 1.	
Course level: I., II.	
Prerequisites:	
Conditions for course completion: Min. 80% of active participation in classes.	
Learning outcomes: Sports activities in all their forms prepare university students for their professional and personal life. They have a great impact on physical fitness and performance. Specialization in sports activities enables students to strengthen their relationship towards the selected sport in which they also improve.	
Brief outline of the course: Brief outline of the course: The Institute of physical education and sport at the Pavol Jozef Šafárik University offers 20 sports activities aerobics; aikido, basketball, badminton, body-balance, body form, bouldering, floorball, yoga, power yoga, pilates, swimming, fitness, indoor football, SM system, step aerobics, table tennis, chess, volleyball, tabata, cycling. Additionally, the Institute of physical education and sport at the Pavol Jozef Šafárik University offers winter courses (ski course, survival) and summer courses (aerobics by the sea, rafting on the Tisza River) with an attractive programme, sports competitions with national and international participation.	
Recommended literature: BENCE, M. et al. 2005. Plávanie. Banská Bystrica: FHV UMB. 198s. ISBN 80-8083-140-8. [online] Dostupné na: https://www.ff.umb.sk/app/cmsFile.php?disposition=a&ID=571 BUZKOVÁ, K. 2006. Fitness jóga, harmonické cvičení těla I duše. Praha: Grada. ISBN 8024715252. JARKOVSKÁ, H, JARKOVSKÁ, M. 2005. Posilování s vlastním tělem 417 krát jinak. Praha: Grada. ISBN 9788024757308. KAČÁNI, L. 2002. Futbal:Tréning hrou. Bratislava: Peter Mačura – PEEM. 278s. ISBN 8089197027. KRESTA, J. 2009. Futsal.Praha: Grada Publishing, a.s. 112s. ISBN 9788024725345. LAWRENCE, G. 2019. Power jóga nejen pro sportovce. Brno: CPress. ISBN 9788026427902. SNER, Wolfgang. 2004. Posilování ve fitness. České Budějovice: Kopp. ISBN 8072322141.	

STACKEOVÁ, D. 2014. Fitness programy z pohledu kinantropologie. Praha: Galén. ISBN 9788074921155.
 VOMÁČKO, S. BOŠTÍKOVÁ, S. 2003. Lezení na umělých stěnách. Praha: Grada. 129s. ISBN 8024721743.

Course language:

Slovak language

Notes:

Course assessment

Total number of assessed students: 15781

abs	abs-A	abs-B	abs-C	abs-D	abs-E	n	neabs
85.74	0.06	0.0	0.0	0.0	0.04	9.0	5.15

Provides: Mgr. Patrik Berta, Mgr. Agata Dorota Horbacz, PhD., Mgr. Dávid Kaško, PhD., Mgr. Ladislav Kručanica, PhD., Mgr. Richard Melichar, Mgr. Petra Tomková, PhD., Mgr. Marcel Čurgali, Mgr. Alena Buková, PhD., univerzitná docentka, doc. PaedDr. Ivan Uher, MPH, PhD., prof. RNDr. Stanislav Vokál, DrSc., Mgr. Zuzana Küchelová, PhD., Mgr. Ferdinand Salonna, PhD.

Date of last modification: 07.02.2024

Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: ÚTVŠ/ TVb/11	Course name: Sports Activities II.
Course type, scope and the method: Course type: Practice Recommended course-load (hours): Per week: 2 Per study period: 28 Course method: present	
Number of ECTS credits: 2	
Recommended semester/trimester of the course: 2.	
Course level: I., II.	
Prerequisites:	
Conditions for course completion: active participation in classes - min. 80%.	
Learning outcomes: Sports activities in all their forms prepare university students for their professional and personal life. They have a great impact on physical fitness and performance. Specialization in sports activities enables students to strengthen their relationship towards the selected sport in which they also improve.	
Brief outline of the course: Brief outline of the course: The Institute of physical education and sport at the Pavol Jozef Šafárik University offers 20 sports activities aerobics; aikido, basketball, badminton, body-balance, body form, bouldering, floorball, yoga, power yoga, pilates, swimming, fitness, indoor football, SM system, step aerobics, table tennis, chess, volleyball, tabata, cycling. Additionally, the Institute of physical education and sport at the Pavol Jozef Šafárik University offers winter courses (ski course, survival) and summer courses (aerobics by the sea, rafting on the Tisza River) with an attractive programme, sports competitions with national and international participation.	
Recommended literature: BENEC, M. et al. 2005. Plávanie. Banská Bystrica: FHV UMB. 198s. ISBN 80-8083-140-8. [online] Dostupné na: https://www.ff.umb.sk/app/cmsFile.php?disposition=a&ID=571 BUZKOVÁ, K. 2006. Fitness jóga, harmonické cvičení těla I duše. Praha: Grada. ISBN 8024715252. JARKOVSKÁ, H, JARKOVSKÁ, M. 2005. Posilování s vlastním tělem 417 krát jinak. Praha: Grada. ISBN 9788024757308. KAČÁNI, L. 2002. Futbal:Tréning hrou. Bratislava: Peter Mačura – PEEM. 278s. ISBN 8089197027. KRESTA, J. 2009. Futsal.Praha: Grada Publishing, a.s. 112s. ISBN 9788024725345. LAWRENCE, G. 2019. Power jóga nejen pro sportovce. Brno: CPress. ISBN 9788026427902. SNER, Wolfgang. 2004. Posilování ve fitness. České Budějovice: Kopp. ISBN 8072322141.	

STACKEOVÁ, D. 2014. Fitness programy z pohledu kinantropologie. Praha: Galén. ISBN 9788074921155.
 VOMÁČKO, S. BOŠTÍKOVÁ, S. 2003. Lezení na umělých stěnách. Praha: Grada. 129s. ISBN 8024721743.

Course language:

Slovak language

Notes:

Course assessment

Total number of assessed students: 13799

abs	abs-A	abs-B	abs-C	abs-D	abs-E	n	neabs
83.85	0.49	0.01	0.0	0.0	0.04	11.17	4.43

Provides: Mgr. Agata Dorota Horbacz, PhD., Mgr. Dávid Kaško, PhD., Mgr. Marcel Čurgali, Mgr. Patrik Berta, Mgr. Ladislav Kručanica, PhD., Mgr. Richard Melichar, Mgr. Petra Tomková, PhD., Mgr. Alena Buková, PhD., univerzitná docentka, doc. PaedDr. Ivan Uher, MPH, PhD., prof. RNDr. Stanislav Vokál, DrSc., Mgr. Zuzana Küchelová, PhD., Mgr. Ferdinand Salonna, PhD.

Date of last modification: 07.02.2024

Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: ÚTVŠ/ TVc/11	Course name: Sports Activities III.
Course type, scope and the method: Course type: Practice Recommended course-load (hours): Per week: 2 Per study period: 28 Course method: present	
Number of ECTS credits: 2	
Recommended semester/trimester of the course: 3., 5.	
Course level: I., II.	
Prerequisites:	
Conditions for course completion: min. 80% of active participation in classes	
Learning outcomes: Sports activities in all their forms prepare university students for their professional and personal life. They have a great impact on physical fitness and performance. Specialization in sports activities enables students to strengthen their relationship towards the selected sport in which they also improve.	
Brief outline of the course: Brief outline of the course: The Institute of physical education and sport at the Pavol Jozef Šafárik University offers 20 sports activities aerobics; aikido, basketball, badminton, body-balance, body form, bouldering, floorball, yoga, power yoga, pilates, swimming, fitness, indoor football, SM system, step aerobics, table tennis, chess, volleyball, tabata, cycling. Additionally, the Institute of physical education and sport at the Pavol Jozef Šafárik University offers winter courses (ski course, survival) and summer courses (aerobics by the sea, rafting on the Tisza River) with an attractive programme, sports competitions with national and international participation.	
Recommended literature: BENEC, M. et al. 2005. Plávanie. Banská Bystrica: FHV UMB. 198s. ISBN 80-8083-140-8. [online] Dostupné na: https://www.ff.umb.sk/app/cmsFile.php?disposition=a&ID=571 BUZKOVÁ, K. 2006. Fitness jóga, harmonické cvičení těla I duše. Praha: Grada. ISBN 8024715252. JARKOVSKÁ, H, JARKOVSKÁ, M. 2005. Posilování s vlastním tělem 417 krát jinak. Praha: Grada. ISBN 9788024757308. KAČÁNI, L. 2002. Futbal:Tréning hrou. Bratislava: Peter Mačura – PEEM. 278s. ISBN 8089197027. KRESTA, J. 2009. Futsal.Praha: Grada Publishing, a.s. 112s. ISBN 9788024725345. LAWRENCE, G. 2019. Power jóga nejen pro sportovce. Brno: CPress. ISBN 9788026427902. SNER, Wolfgang. 2004. Posilování ve fitness. České Budějovice: Kopp. ISBN 8072322141.	

STACKEOVÁ, D. 2014. Fitness programy z pohledu kinantropologie. Praha: Galén. ISBN 9788074921155.
 VOMÁČKO, S. BOŠTÍKOVÁ, S. 2003. Lezení na umělých stěnách. Praha: Grada. 129s. ISBN 8024721743.

Course language:

Slovak language

Notes:

Course assessment

Total number of assessed students: 9334

abs	abs-A	abs-B	abs-C	abs-D	abs-E	n	neabs
87.96	0.06	0.01	0.0	0.0	0.02	4.92	7.03

Provides: Mgr. Marcel Čurgali, Mgr. Agata Dorota Horbacz, PhD., Mgr. Dávid Kaško, PhD., Mgr. Patrik Berta, Mgr. Ladislav Kručanica, PhD., Mgr. Richard Melichar, Mgr. Petra Tomková, PhD., Mgr. Alena Buková, PhD., univerzitná docentka, doc. PaedDr. Ivan Uher, MPH, PhD., prof. RNDr. Stanislav Vokál, DrSc., Mgr. Zuzana Küchelová, PhD., Mgr. Ferdinand Salonna, PhD.

Date of last modification: 07.02.2024

Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: ÚTVŠ/ TVd/11	Course name: Sports Activities IV.
Course type, scope and the method: Course type: Practice Recommended course-load (hours): Per week: 2 Per study period: 28 Course method: present	
Number of ECTS credits: 2	
Recommended semester/trimester of the course: 4., 6.	
Course level: I., II.	
Prerequisites:	
Conditions for course completion: min. 80% of active participation in classes	
Learning outcomes: Sports activities in all their forms prepare university students for their professional and personal life. They have a great impact on physical fitness and performance. Specialization in sports activities enables students to strengthen their relationship towards the selected sport in which they also improve.	
Brief outline of the course: Brief outline of the course: The Institute of physical education and sport at the Pavol Jozef Šafárik University offers 20 sports activities aerobics; aikido, basketball, badminton, body-balance, body form, bouldering, floorball, yoga, power yoga, pilates, swimming, fitness, indoor football, SM system, step aerobics, table tennis, chess, volleyball, tabata, cycling. Additionally, the Institute of physical education and sport at the Pavol Jozef Šafárik University offers winter courses (ski course, survival) and summer courses (aerobics by the sea, rafting on the Tisza River) with an attractive programme, sports competitions with national and international participation.	
Recommended literature: BENCE, M. et al. 2005. Plávanie. Banská Bystrica: FHV UMB. 198s. ISBN 80-8083-140-8. [online] Dostupné na: https://www.ff.umb.sk/app/cmsFile.php?disposition=a&ID=571 BUZKOVÁ, K. 2006. Fitness jóga, harmonické cvičení těla I duše. Praha: Grada. ISBN 8024715252. JARKOVSKÁ, H, JARKOVSKÁ, M. 2005. Posilování s vlastním tělem 417 krát jinak. Praha: Grada. ISBN 9788024757308. KAČÁNI, L. 2002. Futbal:Tréning hrou. Bratislava: Peter Mačura – PEEM. 278s. ISBN 8089197027. KRESTA, J. 2009. Futsal.Praha: Grada Publishing, a.s. 112s. ISBN 9788024725345. LAWRENCE, G. 2019. Power jóga nejen pro sportovce. Brno: CPress. ISBN 9788026427902. SNER, Wolfgang. 2004. Posilování ve fitness. České Budějovice: Kopp. ISBN 8072322141.	

STACKEOVÁ, D. 2014. Fitness programy z pohledu kinantropologie. Praha: Galén. ISBN 9788074921155.
 VOMÁČKO, S. BOŠTÍKOVÁ, S. 2003. Lezení na umělých stěnách. Praha: Grada. 129s. ISBN 8024721743.

Course language:

Slovak language

Notes:

Course assessment

Total number of assessed students: 5845

abs	abs-A	abs-B	abs-C	abs-D	abs-E	n	neabs
82.53	0.27	0.03	0.0	0.0	0.0	8.25	8.91

Provides: Mgr. Marcel Čurgali, Mgr. Agata Dorota Horbacz, PhD., Mgr. Dávid Kaško, PhD., Mgr. Patrik Berta, Mgr. Ladislav Kručanica, PhD., Mgr. Richard Melichar, Mgr. Petra Tomková, PhD., Mgr. Alena Buková, PhD., univerzitná docentka, doc. PaedDr. Ivan Uher, MPH, PhD., prof. RNDr. Stanislav Vokál, DrSc., Mgr. Zuzana Küchelová, PhD., Mgr. Ferdinand Salonna, PhD.

Date of last modification: 07.02.2024

Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KVPD/ AJ-TSP-d/22	Course name: State and Law Theory
Course type, scope and the method: Course type: Lecture / Practice Recommended course-load (hours): Per week: 2 / 1 Per study period: 28 / 14 Course method: present	
Number of ECTS credits: 5	
Recommended semester/trimester of the course: 1.	
Course level: I.	
Prerequisites:	
Conditions for course completion: Conditions for course completion: Students are required to attend 100% of the seminars. For each absence from the seminars, the teacher will determine a substitute written performance. A maximum of 3 absences can be replaced. The teacher will assess, based on the seriousness of the reason for non-participation, whether the written performance will be determined or justified by the student's non-participation without the written performance. Active participation in seminars. 2x written examination (max. 2x20 points, min. 2x11 points). Oral exam (max. 60 points, min. 30 points).	
Learning outcomes: The theory of state and law should create a set of basic knowledge of law, the most important legal institutes and the state in the most general form so as to provide a solid theoretical basis for further study within the study program. The theory of state and law thus fulfills an irreplaceable propedeutic - systematic function in relation to other legal study subjects.	
Brief outline of the course: <ol style="list-style-type: none"> 1. State 2. State organization and state mechanism 3. Form of the state (horizontal and vertical structure of the state) 4. Democracy and its forms. 5. State and citizen 6. Law and system of law 7. Legal culture and its types. World legal systems 8. Sources of law 9. Legal norms 10. Legal relations 11. Implementation and application of law 12. Interpretation of law 13. Legal liability 	
Recommended literature:	

Mandatory: Palúš, I. - Hencovská, M. : Theory of State and Law for the Study Program "European Public Administration", UPJŠ, Košice, 2015 Recommended: Bröstl, A. et al. : Theory of Law. Pilsen, Ales Cenek, 2013 Knapp, V. : Theory of Law, C. H. Beck, Prague, 1995 Krošlák D. Theory of State and Law, Trnavská univerzita v Trnave, Právnická fakulta, 2013					
Course language: English language					
Notes:					
Course assessment Total number of assessed students: 0					
A	B	C	D	E	FX
0.0	0.0	0.0	0.0	0.0	0.0
Provides: prof. Dr. Ivan Halász, Ph.D.					
Date of last modification: 16.09.2024					
Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka					

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KSS/ AJ-RPK/22	Course name: The Development of Professional Competencies
Course type, scope and the method: Course type: Lecture / Practice Recommended course-load (hours): Per week: 1 / 2 Per study period: 14 / 28 Course method: present	
Number of ECTS credits: 5	
Recommended semester/trimester of the course: 1.	
Course level: I.	
Prerequisites:	
Conditions for course completion: In-class participation & activities. Semestral Tasks. Semestral Examination. Student can gain 100 points during the semester (Semestral examination - max. 40 points, activity and semestral tasks - max. 60 points). The final grade consists of points gained during semester (semestral examination, semestral tasks and activity during seminars - at least 52 points). Final grading: A (91-100), B (81-90), C (71-80), D (61-70), E (52-60), FX (51 and less). The course is successfully completed if the student obtains grades A - E.	
Learning outcomes: The course is conducted as an experiential learning with an emphasis on personal involvement of students. Student will be familiar with the competencies through which he/she can interact effectively in a dynamic work environment. Passing the course opens up opportunities to develop professional competencies, e.g. build and maintain interpersonal relationships, make a good decision, set and gain smart goals, work in team, learn how to manage time or how to cope with stress.	
Brief outline of the course: <ol style="list-style-type: none"> 1. Professional competencies. 2. Personality. 3. Emotional intelligence. 4. Motivation. 5. Decision-making. 6. Verbal and non-verbal communication 7. Feedback. 8. Teamwork. 9. Conflicts. 10. Assertivity. 11. Stress management. 12. Time management. 13. Procrastination. 	
Recommended literature:	

1. Goleman, D. 2011. Leadership: The power of emotional intelligence. Northampton: More Than Sound. 2. Haddon, P. F. 1999. Mastering personal and interpersonal skills. Great Britain: Ashford Colour Press. 3. Kechagias, K. 2011. Teaching and assessing soft skills. Thessaloniki: 1st Second Chance School of Thessaloniki. 4. True, M. 2011. InternQube: Professional Skills for the Workplace. Pennsylvania: Intrusion, LLC. 5. Walsh, R. 2008. Time management: Proven techniques for making every minute count. Massachusetts: Adams Media.					
Course language: english					
Notes:					
Course assessment Total number of assessed students: 0					
A	B	C	D	E	FX
0.0	0.0	0.0	0.0	0.0	0.0
Provides: doc. PhDr. Lenka Lachytová, PhD., MBA					
Date of last modification: 13.09.2024					
Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka					

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KVPaTVS/AJ-ETVP-d/22	Course name: Theory of Public Policy
Course type, scope and the method: Course type: Lecture / Practice Recommended course-load (hours): Per week: 2 / 1 Per study period: 28 / 14 Course method: present	
Number of ECTS credits: 5	
Recommended semester/trimester of the course: 2.	
Course level: I.	
Prerequisites:	
Conditions for course completion: Attendance at lectures and seminars, activity at seminars, final assessment.	
Learning outcomes: At the end of the course, the student knows the basics of the theory of public policy, understands its interdisciplinary character, knows its conceptual apparatus, basic components of social regulation, can apply the methodology of the political cycle and public policy making process, identify its actors and tools, even with the phenomena of corruption and clientelism in public life.	
Brief outline of the course: <ol style="list-style-type: none"> 1. Politics and public policy. The genesis of public policy as a social practice and as a scientific discipline. 2. Relationship of public policy and other disciplines - political science, sociology, economics, law ... 3. The public interest, the hierarchy of interests, the nature and nature of the public interest, the process of shaping the public interest and the mechanism for promoting the majority interests as public. 4. Majority and minority public interests. Mechanism for promoting minority interests as public. 5. Regulation of the life of society and its components. State (public sector), political institutions, public administration and bureaucracy and other public policy actors in the public sector. 6. Market (private sector) and public policy actors from the market environment. 7. Civil society (third sector) and public policy actors from this environment. 8. Public policy instruments: economic, legal, information and administrative. Public policy documents. 9. Political process and political cycle, public policy as a political cycle. 10. Public policy-making process: formulation, implementation, evaluation. 11. Networks in public policy. Model A-A-A 12. Legality and legitimacy of public policy 13. Transparency of public policy. Corruption and clientelism. Lobbying. 14. Sectoral policies. 	
Recommended literature:	

Recommended literature:

FISCHER, F. – MILLER, G. J. – SIDNEY, M. S.: Handbook of Public Policy Analysis – Theory, Politics and Methods. London – New York : CRC Press 2007. ([http://www.untag-smd.ac.id/files/Perpustakaan_Digital_2/PUBLIC%20POLICY%20\(Public%20Administration%20and%20public%20policy%20125\)%20Handbook%20of%20Public%20Policy%20Analysis%20Th.pdf](http://www.untag-smd.ac.id/files/Perpustakaan_Digital_2/PUBLIC%20POLICY%20(Public%20Administration%20and%20public%20policy%20125)%20Handbook%20of%20Public%20Policy%20Analysis%20Th.pdf))

Smith, K. B. - Larimer, Ch. W.: The Public Policy Theory Primer. Boulder, CO: Westview Press (<http://aberkane.yolasite.com/resources/The%20Public%20Policy%20Theory%20Primer.pdf>)

POTUČEK, M. and co.: Public Policy in Central and Eastern Europe. Theories, Methods, Practices. Bratislava: NISPAcee 2002 (Veřejná politika. Praha: Sociologické nakladatelství, 2005)

COLEBATCH, H.K.: Policy. Open University Press 2002 (Úvod do policy. Brno:

Barrister&Principal, 2005)

KONEČNÝ, S.: Teória verejnej politiky - vybrané kapitoly. Bratislava: Mayor 2020 (v tlači)

Complementary literature:

Potuček, M. a kol.: Veřejná politika. Praha: C. H. Beck 2016

MALÍKOVÁ, Ľ.: Verejná politika. Aktéri a procesy. Bratislava: Univerzita Komenského, 2003

MALÍKOVÁ, Ľ.-DAŠKO, M.: Verejná politika. Bratislava: IRIS 2018

BRÍŠKA, F. a kol.: Teória a prax verejnej politiky. Banská Bystrica: FPV a MV UMB 2010

Klus, M., Verejná politika – Priestor, Efektívnosť, Nástroje, Nové výzvy, Sládkovičovo: VŠS, 2007

sičáková-beblavá, e. – beblavý, m.: Záujmy, ich presadzovanie a korupcia vo verejnej politike.

Bratislava: Institut of Public Policy 2009

ADAMCOVÁ, M. - KLUS, M.: Verejná politika. Banská Bystrica: UMB 2006

Odporúčaná literatúra:

BLUM, S. – SCHUBERT, K.: Politikfeldanalyse. Lehrbuch. Wiesbaden: Springer 2011

SCHUBERT, K. – BANDELOW, N. C. (Hsg.): Lehrbuch der Politikfeldanalyse. München-Wien-Oldenburg, 2003

SCHNEIDER, V. – JANNING, F.: Politikfeldanalyse. Lehrbuch. Wiesbaden: GWV Fachverlage 2006

FIALA, P., SCHUBERT K.: Moderní analýza politiky. Uvedení do teorií a metod policy analysis. Brno: Barrister&Principal, 2000

Veselý, A., Nekola, M., Analýza a tvorba veřejných politik - Přístupy, metody a praxe, Praha: SLON, 2008

Klus, M., Aktéri verejnej politiky – Štrukturalizácia, Voľba, Banská Bystrica: FPV a MV UMB, 2008

Course language:

English

Notes:**Course assessment**

Total number of assessed students: 0

A	B	C	D	E	FX
0.0	0.0	0.0	0.0	0.0	0.0

Provides: doc. Ing. PhDr. Stanislav Konečný, PhD.

Date of last modification: 28.09.2024

Approved: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka