

Section	Information
1. Program Name	Bachelor in Public and Municipal Administration
2. Short Description	<p>The main goal of the Public and Municipal Administration program is to train professional staff capable of implementing effective management in state institutions and local self-government bodies, and participating in the development and implementation of public policies. Students gain fundamental knowledge in management theory, legal frameworks, financial and budget planning, strategic management, and the organization of public services.</p> <p>Graduates can work in state and municipal bodies, ministries, local government structures, NGOs, and international organizations in various administrative and analytical positions. They also acquire competitive opportunities in the labor market as professionals capable of applying transparency, accountability, and citizen-oriented principles in management processes, making effective decisions that meet social needs.</p>
3. Program Objectives	<ul style="list-style-type: none"> - Define the competencies of graduates, the scope of the program, teaching and learning methods by subjects, assessment methods, learning outcomes, as well as requirements for infrastructure and faculty resources, internship, employment, and further education opportunities. - Inform students and employers about the knowledge, skills, and learning outcomes acquired by graduates. - Provide information to experts involved in assessing the compliance of training with the curriculum. - Ensure the preparation of highly qualified personnel in Public and Municipal Administration. - Provide students with theoretical and practical knowledge in the field. - Equip students with knowledge of program-related issues, the ability to conduct mathematical-economic analysis. - Develop creative problem-solving skills in the field of Public and Municipal Administration.
4. Teaching Process	<p>The training process should employ various teaching methods that encourage student-centered learning and active participation. Examples include:</p> <ul style="list-style-type: none"> - lectures, seminars, practical tasks; - presentations, discussions, debates; - independent work/research (e.g., case studies); - projects; - problem-based learning; - fieldwork; - role-playing; - reports; - group assessment; - expert method; - video/audio conference technologies;

	<ul style="list-style-type: none"> - video/audio lectures; - distance learning; - simulations, etc. <p>Note: These methods may be selected or modified depending on the program's specifics.</p>
5. Courses	<p>The weekly total workload is 45 hours (including in-class and independent work) in a 5-day schedule. In-class hours should not exceed 50% of the weekly load. Workload may vary depending on program specifics.</p> <p>Core Courses:</p> <ul style="list-style-type: none"> - Theory of Public Administration I - Theory of Public Administration II - Microeconomics - Macroeconomics - Linear Algebra and Mathematical Analysis - Probability Theory and Mathematical Statistics - ICT – Basic Computer Skills - Statistics I - Statistics II - Management - Fundamentals of Political Science - Fundamentals of Human Development - Civil Service - Municipal Administration - Regional Governance - Ethics in Public Administration - Management of Sustainable and Inclusive Development - Human Resource Management - Strategic Management - National Security - Civil Defense <p>Elective Courses:</p> <ul style="list-style-type: none"> - Azerbaijani Economy (National Economy) - Taxation - Finance - Environmental Economics - E-Government - Business Economics - Project Management - Administrative Law - International Experience in Municipal Administration - Financial Accounting - Public Relations

	Graduates of level 6 (Bachelor) are awarded a higher education diploma.
6. Sustainable Development and Social Responsibility	The program in Public and Municipal Administration aligns with the UN Sustainable Development Goals (SDGs), covering areas such as environmental sustainability, gender equality, digitalization, and responsible governance. Social responsibility, inclusiveness, and equal opportunities are considered key principles. Ensuring citizen participation in decision-making, equal access to public services, and promoting transparent governance are among the main aims of the program.
7. Career Opportunities	Graduates can work in central and local government bodies, local self-government institutions, regional and municipal centers, public organizations, international institutions, educational and research organizations, and other relevant structures. Career paths include positions such as civil servant, municipal officer, manager, project leader, and various administrative roles depending on their specialization and qualifications.
8. Further Education	Graduates may continue their studies in Master's programs within the "Economics and Management" field of study.
9. Additional Information	Language of instruction: Azerbaijani Program duration: 4 years (full-time) Diploma: Public and Municipal Administration