



PUBLIC POLICY AND MANAGEMENT MASTER'S PROGRAM

Valid: For students starting their studies in the 2020/2021/1 semester

General Informations:

Person responsible for the major: Attila Bartha, associate professor

Place of the training: Budapest

Training schedule: full-time, correspondence

Language of the training: Hungarian, English

Is it offered as dual training: no

Specializations:

No specialisation.

Training and outcome requirements

- 1. Master's degree title: Public Policy and Management**
- 2. The level of qualification attainable in the Master's programme, and the title of the certification**
 - qualification level: master- (magister, abbreviation: MSc)
 - qualification in Hungarian: okleveles közgazdász közgazdálkodás és közpolitika szakon
 - qualification in English: Economist in Public Policy and Management
- 3. Training area: economics**
- 4. Degrees accepted for admittance into the Master's programme**
 - 4.1. Accepted with the complete credit value: the applied economics undergraduate programme.**
 - 4.2. May be primarily considered with the completion of the credits defined in section 9.3:** from the economic sciences field, the Human Resources, Economics and Management, International Economics, Finance and Accounting, from the social sciences field, International Studies, Political Science, Social Work, Sociology, from the legal field, Labour Relations and Social Security, from the political science field, Administration Manager, International Administration, Public Administration Manager, and from the healthcare field, Health Care Manager undergraduate degrees.
 - 4.3. May also be considered with the completion of the credits defined in section 9.3:** undergraduate and Master's courses and courses as defined as per Act LXXX of 1993 on higher education that are accepted by the higher education institution's credit transfer committee based on a comparison of the studies that serve as the basis of the credits.
- 5. Training duration, in semesters: 4 semesters**
- 6. The number of credits to be completed for the Master's degree: 120 credits**
 - degree orientation: balanced (40-60 percent)
 - thesis credit value: 15 credits
 - minimum credit value of optional courses: 6 credits
- 7. International Standard Classification of Education field of education code: 314**





8. Master's degree training objectives and professional competences

The objective of the programme is the training of economists who, with their attained economic science, social science, management, legal, methodological, and specialised theoretical and practical knowledge, are capable of professionally performing analytic, planning, coordination, and management tasks in the state-run and non state-run institutions of the public sector, in non-profit organisations, in central and local governments, in Hungarian and international (European Union) organisations that initiate, form, and realise sectorwide public policies and in meaningful participation in any phase of public projects. They are prepared to continue their training at the PhD level.

8.1. Attained professional competences

8.1.1. The economist with a public policy and management Master's degree has

a) knowledge

- Has mastered the concepts, theories, processes, and characteristics of economic science and the micro and macro organisational levels of economy, knows the definitive economic facts.
- Understands the structure, operation, and Hungarian and international relationships of business organisations, their information and motivational factors, especially the institutional environment.
- Knows the European integration process and European Policies related to its activity.
- Possesses the modern and theoretically demanding mathematical-statistical, econometric, and modelling methods of problem recognition, definition, and solution and information gathering and processing, and is aware of their limitations.
- Knows the rules for planning and managing enterprises, business organisations, and projects, and their professional and ethical standards.
- Knows interrelationships of economics-based inter- and transdisciplinary theories and conceptual frameworks
- that help describe and understand the operation of the public sector.
- Knows the concepts of the economy of the public sector and their interrelationships, the principles and practice of influencing and realising public policy, the conflicted nature of realising constitutional social values and standards (public policy that promotes public good).
- Knows the institutions, operations, and public policies of governance realised in the major levels of multi-level governance (local-regional, state, European Union).
- Is aware of principles and methods for the organisation, operation, and management of public organisations.
- Is aware of the principles and practical methods of economic, organisational, political, and human resource utilisation.
- Knows the concepts of budgetary managements and public institution management and their interrelationships. Knows the factors that affect business and the methods that are used to influence these factors.
- Knows the main elements of the methodological toolkit (in particular, multivariate statistical analysis, decision-oriented analytic techniques, comparative case studies) used for the analysis of complex social-public policy issues and their alternative solutions.
- Is aware of the limits of his/her knowledge and the necessity of lifelong learning.



b) skills

- Formulates independent, new deductions, original thoughts, and approaches, is capable of utilising sophisticated analytic and modelling methods, of creating strategies for the solution of complex problems, and of making decisions in dynamic Hungarian and international environments and corporate cultures.
- After attaining practical knowledge and experiences, leads medium and large enterprises or complex organisational units, performs a comprehensive economic function in a business organisation, organises and manages complex business processes, manages resources.
- Is capable of efficient work in an international, multicultural environment.
- Is capable of exploring theoretical, methodological, and factual public management and public policy resources in Hungarian and in foreign languages and following the professional publications of other scientific fields relevant to the specialisation.
- Is capable of analysing and developing strategies to solve complex social and public policy issues, planning the solution, making decisions, and offering professional advice to economic operators.
- Is capable of successfully utilising complex statistical analysis, modelling, and comparative institutional analytic tasks in public management and public policy analysis and decision preparation work, and case-study based methods.
- Is capable of cooperating in the realisation of Hungarian and European Union development policies, of analysing, planning, and managing the processes of public organisations.
- Is capable of uncovering and explicitly presenting the realisation of social values and value changes, and of understanding and creatively handling conflicted situations resulting from opposite viewpoints.
- Is capable of applying his/her specialist, financial, management, research methodology, and IT skills in practice in a complex way.
- Is capable of using his/her economic, legal, political science, and sociological knowledge in the analysis of real public policy issues and resolutions (suggeveningons).

c) attitudes

- Has a critical attitude towards the work and behaviour of him/herself and any subordinates, is innovative and proactive in managing economic issues.
- Is open to new results of economic science and practice.
- Is characterised by a cultured, ethical, and objective intellectual approach to persons and social issues, in his/her work, pays attention to the wider range of sectoral, regional, national, and European values (including social, ecological, and sustainability considerations).
- Strives to improve his/her knowledge and work relationships; motivates, helps, and supports any colleagues and subordinates to do the same.
- Is dedicated to recognising and promoting public good.
- Has a critical attitude towards the knowledge, work, and behaviour of him/herself and any subordinates.
- Considers correcting mistakes and improving his/her employees a duty.
- Consciously searches for public management and public policy issues to solve, is innovative and proactive in the handling of economic issues.
- Is open to new results from public management and public policy theory and practice and changes of the social-economic-legal environment that affect his/her specialist field.



d) autonomy and responsibilities

- Independently selects and utilises relevant problem-solving methods in areas important for organisational policy, strategy, and management, performs financial analysis, decision-preparation, and consulting tasks independently.
- Takes responsibility for his/her own work, the organisation or enterprise under his/her control and the employees thereof.
- Independently identifies, plans, and organises the professional and general development of his/herself and any employees and takes responsibility for them.
- Independently performs financial analysis, decision preparation, and consulting tasks in fields significant for organisational policy, strategy, or management based on his/her professional views.
- Takes initiative in solving problems, developing strategies, and the cooperation of groups and colleagues, both inside the organisation and between organisations.
- Is characterised by an independent and responsible thinking through and consideration of economic and extra-economic consequences in formulating professional decisions. Takes responsibility for the effects of his/her activities on other specialist fields.
- Takes responsibility for the professional content and correct terminology in his/her own professional summaries, presentations, and publications.
- Takes initiative and responsibility towards colleagues and employees in social and public issues.

9. About the Master's programme

9.1. Professional properties

9.1.1. The scientific fields and areas that the training is based on are:

- economics, 40-60 credits;
- administration science, public policy science, and public policy analysis 20-30 credits;
- organisation and management science 10-15 credits;
- political science 10-15 credits;
- jurisprudence 10-15 credits.

9.1.2. Specialist knowledge attained in the specialist fields of public policy and analysis, the management and organisational tasks of public organisations, and sectoral policy expertise, considering optional specialisations. The credit ratio of specialisation in the training, recommended by the training institution, is 15-25 credits.

9.2. Foreign language requirements

To obtain a master's degree, the student must have at least one intermediate "B2" complex type state-recognized English language examination, or a intermediate "B2" complex type language examination in another living foreign language accepted by the relevant field of study, or a state recognized upper level (C1) complex type general foreign language examination or an equivalent high school graduation certificate or diploma is required).

9.3. For persons with degrees defined in sections 4.2 and 4.3, the minimal requirements of admittance to the Master's programme training cycle

For entering the Master's programme, a minimum of 60 credits is necessary from the following subject areas:

- methodological, economic, and social science studies 40 credits;



- programme-specific studies (economics and management of public institutions and levels of government, public policy and policy area studies, public law and social policy studies) 20 credits.

The prerequisite of admittance into the Master's programme is for the student to have at least 30 credits in the listed area based on his/her previous studies. Missing credits must be attained in the Master's programme as defined in the higher education institution's Study and Exam Regulations.

10. Comprehensive examination

There are no comprehensive examinations.

11. The conditions of the final certificate

- The successful completion of the subjects required in the credit recognition statement, over the 120 credits needed to obtain a diploma.
- The fulfilment of the credit requirements within the maximum available training period (active and passive semesters together may not exceed 8 semesters), (120 credits) consistent with the structure prescribed under the operative curriculum. At least 2/3 of the required credits must be earned at the University.

12. The substantive and formal requirements of the thesis

- The length of the thesis is between 50 and 70 pages. The substantive and formal requirements of the diploma work are covered at the end of this Information sheet.

13. The requirements of the final examination

- The student may only be authorized to take the final examination, if he/she had already obtained the final certificate (absolatory), the thesis is submitted and accepted by the two reviewers.
- fulfilment of all payment obligations owed to the University.

14. Parts of the final examination

The final examination consists of two parts: the defense of the diploma work and the oral part which relates to the topic, covering the materials of several subjects, of the diploma work.

15. Determination of the final examination result

The grade received on the final examination is the mathematical average of the grade given by the two reviewers and the grade received on the defense of the diploma work and the grade received on the oral examination.

16. The components of the degree grade, the method of evaluation

Conditions of issuing the diploma:

- obtaining the final certificate (absolatory),
- successful final examination.

The classification of the diploma is based on the weighted average of the below items:

- the credit weighted average of the grades of all subjects performed by the student, the successful completion of the subjects required in the credit recognition statement, over the 120 credits needed to obtain a diploma
- the result of the final examination.

Based on the average received the classification of diplomas is based on the following limits:

- outstanding, if the average is between 4,81–5,00
- excellent, if the average is between 4,51–4,80
- good, if the average is between 3,51–4,50
- satisfactory, if the average is between 2,51–3,50
- pass, if the average is between 2,00–2,50



Public Policy and Management master programme in Budapest, in English, full time training Curriculum for 2020/2021. (1.) fall semester for beginning students																				
Subject Code	Subject Name	Type	Number of hours per semester hours		Credits	Evaluation	Fall or Spring Semester	2020/21 Academic year		2021/22 Academic year		Credit	Subject responsible	Institute	Requirement		Equivalent subject		Remarks	
			Lecture	Seminar				1	2	3	4				Code	Name	Code	Name		
																				Fall semester
Catch-up courses								20	0	0	0	20								
KOZNXV4KZ63	Economic Foundations for Public Policy	C	2	2	10	a	fall	10					Németh András Olivér	Institute of Economic and Public Policy						
4KO03NBK91M	Methodological Foundations of Public Policy	C	0	4	10	a	fall	10					Csengődi Sándor	Institute of Economic and Public Policy						
Core courses								21	18	18	21	78								
Professional Core courses								21	18	18	21									
4KO03NBK10M	Comparative Public Administration	C	2	2	6	ex	fall	6					Ugródsy Márton	Institute of Economic and Public Policy						
4KO03NBK50M	Comparative Administrative Law	C	2	2	6	ex	fall	6					Gajdusчек György	Institute of Economic and Public Policy						
KOZNXV4KZ59	Managing Organizations in the Public Sector	C	2	2	6	pg	fall	6					Gajdusчек György	Institute of Economic and Public Policy						
4KO03NBK78M	Academic Writing, Qualitative Methods and Research Design	C	0	2	3	pg	fall	3					Hajnal György	Institute of Economic and Public Policy						
4KO03NBK80M	Quantitative Research Methods	C	0	4	6	pg	spring		6				Hajnal György	Institute of Economic and Public Policy						
KOZNXV4KZ39	Economics of the Public Sector	C	2	2	6	ex	spring		6				Csengődi Sándor	Institute of Economic and Public Policy	KOZNXV4KZ63	Economic Foundations of Public Policy				
4KO03NBK82M	Institutions and Processes of Public Policy	C	2	2	6	ex	spring		6				Kovács Éva	Institute of Economic and Public Policy						
4KO03NBK84M	Public Policy Analysis	C	2	2	6	ex	fall			6			Bartha Attila	Institute of Economic and Public Policy						
4KO03NBK20M	Multi-level Governance	C	2	2	6	ex	fall			6			Rosta Miklós	Institute of Economic and Public Policy						
KOZNXV4KZ52	Institutional Economics of the Public Sector	C	2	2	6	ex	spring		(6)		6		Mike Károly	Institute of Economic and Public Policy						



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			Lecture	Seminar				1	2	3	4				Code	Name	Code	Name		
																				Fall semest
4KO03NBK52M	Public Financial Management	C	2	2	6	ex	spring				6		Bartha Attila	Institute of Economic and Public Policy						
4KO03NBK38M	Thesis Seminar I.	C	0	4	6	pg	fall			6				Institute of Economic and Public Policy						
4KO03NBK39M	Thesis Seminar II.	C	0	4	9	pg	spring				9			Institute of Economic and Public Policy	4KO03NBK38M	Thesis Seminar I.				
Core elective (Module) courses								6	6	6	6	24								
Professional Core elective courses								6	6	6	6	24								
Analytical Tools for Policy Decisions Module																				
KOZNXV4KZ37	Cost-Benefit Analysis	CE	2	2	6	pg	fall	6		(6)			Csengődi Sándor	Institute of Economic and Public Policy	KOZNXV4KZ63	Economic foundations for Public Policy (paralell study)				
KOZNXV4KZ62	Program and Performance Evaluation	CE	2	2	6	ex	spring		6		(6)		Hajnal György	Institute of Economic and Public Policy						
KOZNXV4KZ48	Practicing Public Policy	CE	2	2	6	ex	spring		6		(6)		Gajduscek György	Institute of Economic and Public Policy						
Public Management Module																				
KOZNXV4KZ68	NGOs Management and Civil Society	CE	2	2	6	ex	fall	6		(6)			Kovács Éva	Institute of Economic and Public Policy						
KOZNXV4KZ55	Digital Era Governance	CE	2	2	6	ex	spring		6				Kádár Krisztián Sándor	Institute of Economic and Public Policy						
KOZNXV4KZ62	Program and Performance Evaluation	CE	2	2	6	ex	spring		6		(6)		Hajnal György	Institute of Economic and Public Policy						
Polices for Human Development Module																				
KOZNXV4KZ72	Health Policy and Public Health	CE	2	2	6	ex	fall	6		(6)			Gulácsi László	Institute of Economic and Public Policy						



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Subject Code	Subject Name	Type	Number of hours per semester hours		Credits	Evaluation	Fall or Spring Semester	2020/21 Academic year		2021/22 Academic year		Credit	Subject responsible	Institute	Requirement		Equivalent subject		Remarks	
			Lecture	Seminar				1	2	3	4				Code	Name	Code	Name		
								Fall semester	Spring semester	Fall semester	Spring semester									
KOZNXV4KZ15	Health Economics	CE	2	2	6	ex	spring		6		(6)		Péntek Márta	Institute of Economic and Public Policy						
KOZNXV4KZ56	Public Policies for Human Development	CE	2	2	6	ex	fall	6		(6)			Bartha Attila	Institute of Economic and Public Policy						
Elective Courses								0	6	6	6	18								
Elective courses	In a separate table	E					fall, spring	0	6	6	6									
Criterion subjects								0	0	0	0	0								
IOK0001NABB	Hungarian Language SHI I.*	KR	0	4	3	pg	fall	3	3				Dobos Ágota	Centre of Foreign Language Education and Research						
IOK0004NABB	Hungarian Language SHI II.*	KR	0	4	3	ex	spring	3	3				Dobos Ágota	Centre of Foreign Language Education and Research						
Total credits								27	30	30	33	120								



Remarks:

Type: C-compulsory courses, CE-core elective courses, E-elective (optional) courses

Methods of assessment: ex-exam (exam at the end of the semester, but other forms of assessment are possible during the semester), pg- grade based on the practical assignments given during the course of the semester, a=signature, ce- Comprehensive examination

Criterion subjects:

* : Hungarian Language is a compulsory subject for the students participating in the Stipendium Hungaricum scholarship program in the first two semesters.

Credit value of the catch-up courses are NOT included in the 120 credits to be accomplished during the 4 semesters; if they are prescribed, they have to be completed in addition to the 120 credits.

By the end of Semester 4, Students are required to complete a minimum of 24 credits of Module Courses of their choice. If however a student completes all three courses (18 credits) of a given module then the completion of the module will be indicated in the diploma supplement.

Studying a foreign language is subject to a fee.

Courses are recommended to be taken according to the prescribed time schedule of the study programme (“sample”). You can plan your own individual programme in respect of the following conditions:

1. the prerequisite system of their study-programme must be taken into consideration when registering for courses
2. the availability of courses in the semester (most courses are offered either in the fall or in the spring semesters only)
3. completing an average of 30 credits per semester, as a general rule.