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STUDY PROGRAMME: PUBLIC GOVERNANCE AND BUSINESS ADMINISTRATION

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Sarajevo, Mart 2022.

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1. UVOD

The curriculum of the one-year Master's study in English "PUBLIC GOVERNANCE AND BUSINESS ADMINISTRATION" is proposed by the Faculty of Administration of the University of Sarajevo. UNIVERZITETA U SARAJEVU FAKULTET ZA UPRAVU pridružena članica (skraćena FU)

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The mission of FU is to educate professional, quality, creative, and internationally competent staff through teaching-scientific and research work and cooperation with all relevant entities in the region and thus contribute to the improvement of administrative activities in Bosnia and Herzegovina and beyond, especially public administration reform in Bosnia and Herzegovina. in the context of transition and integration processes. FU is a higher education institution that constantly contributes to the development of educational and scientific research and the affirmation of academic staff and the academic community as initiators and subjects of positive development processes and promoters of universal, humane, and democratic values and achievements. FU advocates and realizes a culture of quality as its functional principle, incorporating it into the educational process to ensure the education of professionals who professionally and efficiently perform

their work and social obligations in Bosnia and Herzegovina, European and world, political, social, legal, social and cultural environment. FU achieves the quality of education and Management of all processes at the Faculty at a level determined by accepted international standards, universal principles, and values of academic work. International cooperation, staff exchange, and academic mobility have been developed. FU educates students with knowledge, skills, and abilities to become active participants in leading and organizing the administration and bearers of reforms and development based on expertise, adoption of good practices, innovation, and academic excellence, through the application of standards set by the Bologna Declaration. FU implements the concept of lifelong learning and research as a pillar of sustainable development of Bosnia and Herzegovina, based on knowledge and skills transfer and academic mobility and exchange with relevant state and other interested institutions, and universities, colleges, and other institutions in the European Union and the world. The curriculum is designed according to the study system "4 + 1 + 3". In the short time of its existence, a level of excellent cooperation has been achieved with faculties of similar scientific orientation in Europe and the world, which will enable students more excellent choice and their own influence on creating programs and choosing subjects to listen to and take. With its unique commitment, international orientation, commitment to teaching staff, and a clear vision of Management, FU educates staff for the civil service and the private sector in the administrative environment. The implementation of the

European Credit Transfer and Accumulation System (ECTS) has enabled greater student mobility to partner universities in the region and the world. FU has become recognizable in Bosnia and Herzegovina and the region of Southeast Europe. FU strives for international recognition, and in that direction, develops its programs, scientific research, and other elements of quality improvement. According to the Law on Higher Education of the Sarajevo Canton and other normative acts, the leadership of the Faculty is elected for four (4) years. The Management consists of the Dean and Vice-Deans (Vice-Dean for Teaching and Student Standard, and Vice-Dean for International Relations and Quality). The study is divided into teaching-scientific areas, and they are administrative-legal scientific field, state-legal scientific field, Management and organization, and theoretical economics and public finance. The first cycle of studies is conducted in one direction, which is the direction of Management, lasting four (4) years. In the second cycle (master study), the study is divided into four movements:

- Management;
- Business Administration;
- Public procurement in the administration and
- European Union project management.

In the third cycle of studies (doctoral studies), the study program “Administration” is performed.

The following organizational units operate within the FU:

- Center for Lifelong Learning;

- Publishing Committee;
- Center for Research and Development of Student Careers;
- Quality Office;
- Public Relations Department;
- Student Services and
- IT support for the teaching process.

Center for Lifelong Learning

From the very beginning of FU, lifelong learning has been an activity that has been permanently implemented. The goal of the Center for Lifelong Learning (hereinafter: the Center) is to educate civil servants and employees with expertise in areas that are cyclically studied in the curriculum of the Faculty of Law. The mission and vision of the Center are to adapt education to the current trends of public administration reform. In the innovated curriculum, since 2016, the Center offers the following topics of seminars/education:

- Practical application of the Law on Administrative Procedure;
- Practical application of the Labor Law;
- Office and archive business;
- Drafting legal regulations;
- Preparation of projects for EU grants;
- Practical application of the Law on Public Procurement;
- Electronic public procurement and

- Leadership in public administration.

Publishing activity

The main publishing activity of FU is the publishing of textbooks, books, magazines, and other publications of interest to FU students, but also the wider community. The holder of the FU publishing activity is the Publishing Committee. The promotion of the publication is also in the domain of the Publishing Committee, in cooperation with the Public Relations Department, as well as the distribution and sale of FU publications.

Student Career Research and Development Center

The Center for Student Career Research and Development provides students with the opportunity to quickly move from an academic environment to a professional / business environment. As part of this activity, it provides resources, contacts, programs, and workshops that productively influence and contribute to society. The main goals of the Center for Research and Development of Student Careers are: providing additional professional education (preparation for employment, volunteering, internships, support in preparing seminar and graduate theses, research, etc.), informing and connecting students with the business environment, providing professional and advisory support to students in the process of career development and more.

Quality Office

The FU Quality Office is in charge of improving and permanently maintaining and promoting quality culture. Quality is reflected in the faculty's teaching, teaching, development, management, and administration. The Quality Office's specific responsibilities are developing and reviewing quality management policies, processes, and procedures, monitoring and assessing academic quality and standards, and advising and guiding staff, both academic and administrative, in all aspects of quality assurance and process improvement at FU.

Public Relations Department

FU has a unique Public Relations Department. The department is organized following the example of leading faculties and universities in Europe and the world, which successfully communicate with their stakeholders from the region. Public relations is the management of reputation and perception. Thus the final result of communication activities is creating a positive and recognizable image of FU in the eyes of the internal and external public.

Student Services

The Student Service provides current and future students with all information related to classes, exams, and other status issues that are current and relevant to them during their studies. This Service plans class exam dates in cooperation with the Vice Dean for Teaching and the Secretary of the Faculty of Fine Arts, and it resolves other current

issues in the field of its activities.

IT support for the teaching process

During the academic year 2020/2021, IT support to the teaching process is a significant segment in the implementation of the teaching process in extraordinary circumstances. Classes have been implemented without problems for the second academic year through the MS TEAMS application. Also, in the new cases, the sessions of the Teaching-Scientific Council are held with the help of IT support in a combined modality, where some professors are personally present in the meeting room. In contrast, the rest of the professors attend the session from home in HD through modern technologies and software. A similar model is planned for the teaching process, depending on the duration of extraordinary circumstances.

Scientific research work of the Faculty of Administration

FU is continuously developing scientific and research activities. In that sense, the teaching staff of FU is encouraged to constantly conduct research, publish the results of their scientific research (scientific and professional papers) in reference scientific databases, participate in projects (domestic and foreign), participate in domestic and international scientific conferences, .. FU was also the organizer of the ICAMSS (Public Administration Reform: European Union Issues and Challenges) conference, held in Sarajevo in 2019.

Reasons to start a study

Following the FI Development Strategy, one of the strategic goals is to innovate curricula in line with modern social trends. In this context, one of the essential goals of FU is to launch a one-year Master's study in English. The study is aimed at all interested candidates from Bosnia and Herzegovina and abroad who want to upgrade and expand their knowledge in public administration and business administration through enrollment in master's studies.

Assess the importance of studies with regard to the needs of the labor market in the public and private sectors

The importance of starting a Master's degree in English is manifold. Namely, in modern times, student mobility is increasingly affirmed and encouraged, which contributes to the wider visibility and recognition of universities in Europe and the world. Also, nowadays there are more and more potential students who, after completing their undergraduate studies in their home countries, want to continue their education and training in master's studies outside their home country. By offering one such program in English, FU joins the European and even global family of faculties that are opening to students from other countries. It has become evident that when competing on the labor market, both in the private and in the public sector, the employment of staff who complete master's studies outside their home countries is increasingly affirmed and extended.

In this sense, students who complete a master's degree in English at FU have an initial competitive advantage for employment in their home countries, compared to "domestic" students. Launching master's studies in English also increases the visibility of FU and the entire University of Sarajevo as the largest, oldest, and most recognized university in Bosnia and Herzegovina.

Compliance with the mission of the University and the strategy of the proposer of the study program as well as with the current strategic document of the University

As envisaged by the University's mission and strategy, initiating studies in foreign languages (especially English), in all study cycles is a crucial segment of the development of the University and FU, and thus the wider community. The education of master's students in English in the field of public administration and business administration is a combination of science and market (theory and experience/practice) in the subject area.

Comparability of the study program with the programs of accredited related study programs in Bosnia and Herzegovina and the countries of the European Union

The curriculum of the master's study "PUBLIC GOVERNANCE AND BUSINESS ADMINISTRATION" in English "PUBLIC GOVERNANCE

AND BUSINESS ADMINISTRATION" at the Faculty of Economics was created based on the accredited programs, such as:

- *University of Ljubljana Faculty of Administration: Master in Administration-Public Sector Governance;*
- *Tilburg University: Public Governance-Public Administration, Economics and Law*
- *University of Nottingham: Public Procurement Law and Policy;*

Possibilities of student mobility in the domestic and international space of higher education

By launching a one-year master's program in English at the Faculty of Fine Arts, student mobility is affirmed and advocated simultaneously, both in the domestic and international space of higher education. The aim is to support and practically use the knowledge acquired through master's education and their recognition by administrative bodies in all countries where it is possible to apply skills acquired in the subject area. The goal is to launch a master's degree in English in public administration and business administration. FU becomes a place where theoretical and practical knowledge is acquired, and best practices are exchanged, both from the neighborhood and Europe and worldwide. This also means the possibility of applying the acquired knowledge in the specific social practice of the countries from which students come.

Connections with the local community

The launch of a one-year master's program in English in public administration and business administration initiates, in addition to the educational aspect, both interstate and interregional and inter-local connection of master's students. Local communities are places to live and live, and everyone becomes a member of specific local communities by birth. Through the link of several local communities, local self-government units (municipalities and cities) are formed in which local authorities are formed. Almost all countries in the world have a developed system of local government. In this context, during the master's studies, students will be required to prepare specific research papers, including the premises of their local self-government units. In this sense, exchanging different experiences, new knowledge, and insights on different approaches and models of connection with local government and the local community in other countries in Europe and the world will be gained and exchanged.

Compliance with the requirements of professional associations

By conducting training in public administration and business administration, FU wants to achieve productive and affirmative cooperation with government bodies of all levels of government, not only Bosnia and Herzegovina, but also countries from which potential students come, and thus meet the requirements of professional associations. Professional training of persons who will work in public

administration and business administration in their home countries.

Possible partners outside the higher education system

Launching a one-year master's program in English, a vast network of partners in the neighborhood, Europe, and the world is being created. Changes in the perception and understanding of public administration and business administration in different countries are being mitigated. Thus, partnerships are established with organizations, institutions, and institutions outside the higher education system, i.e., connecting with the private sector.

2. THE GENERAL PART OF THE STUDY PROGRAM

2.1. Name of the Programme, Type, Level, Objective and the Leader of the Programme

The title of the Master's study is: "PUBLIC GOVERNANCE AND BUSINESS ADMINISTRATION." The education is intended for students of the second cycle of studies (master studies) from Bosnia and Herzegovina, countries from the region of Southeast Europe and the European Union, and other countries in the world. Education in the subject area is acquiring new and upgrading existing (basic) knowledge. The master's study aims to acquaint students with specific theoretical

and practical knowledge in the subject area and comparative advantages and examples of good practices from different countries. The holder of the master's study is the Faculty of Administration, with all its capacities (personnel, space, IT, ...).

2.2. Scientific Fields to which the Study Programme belongs

The master's program in the field of public administration and business administration belongs to the area of social sciences, focusing on the economic-legal and state-legal scientific fields.

2.3. Organization and duration of the study programme

The study program of master studies in English in public administration and business administration will last one (1) academic year, with a fund of thirty (30) hours per subject, which several professors would conduct. Part of the teaching will be performed by preparing practical tasks and analysis (in the form of exercises), which would carry a significant amount of the assessment.

2.4. Minimum number of ECTS credits needed to complete the study

The study will have five (5) compulsory courses, each of which will carry 6 ECTS credits. In addition to the re-

quired courses, a more comprehensive list of elective courses will be offered, from which students would choose two (2) elective courses. Elective courses will carry 5 ECTS credits each. At the end of the study, after passing the exams, the application of the master thesis is made and the public defense of the master thesis. The master thesis will carry 20 ECTS credits.

2.5. Official language on Study Programme

English language

2.6. Selection process for enrollment in the Study Program

Students who have completed the primary (first cycle) of 240 ECTS studies lasting four years, have proof of English language proficiency and have made a timely application can enroll in the master's program.

2.7. Qualifications awarded upon completion of the programme

Students who fulfill all the curriculum obligations of a one-year master's degree in public administration and business administration receive the professional title: "Master of Administration - Public Administration and Business Administration" "Master of Administration - Public Governance and Business Administration."

The diploma is issued in b / c / s and English.

Master of Administration is a person who is qualified to work on the most complex jobs in the civil service, public companies, and institutions, as well as other institutions, on jobs and tasks that require teamwork, making the most critical decisions work on processes improving efficiency and effectiveness of administrative regulation in the overall system of state power, as well as in strategic planning and the creation and implementation of public policies.

2.8. Employment possibilities

By studying for a master's degree in public administration and business administration, students acquire additional knowledge and practical skills for their application in specific business practices. Therefore, students will be trained and prepared for employment upon completing the study program in their home countries.

2.9. Passability of the study

Exams passed as part of the subject education will be recognized in the students' country. Also, classes will be conducted online, which is undoubtedly a significant advantage, given the current pandemic COVID-19 (crown virus), which has greatly limited the ability to travel among countries worldwide.

2.10. Scale of scoring and grading

Scoring and grading take place on the basis of grading at the University of Sarajevo, so it is:

ECTS OC-JENE	ASSESSMENTS	NUMBER OF POINTS	DESCRIPTION ASSESSMENT
A	10	95-100	Exceptional success without mistakes or with minor mistakes
B	9	85-94	Above average, with some mistakes
C	8	75-84	Average with noticeable errors
D	7	65-74	Generally good, but with significant drawbacks
E	6	55-64	Meets minimum criteria
F, FX	5	> 55	It does not meet the minimum criteria

2.11. Quality Assurance

As part of the master's study, an evaluation of the quality of the work of lecturers, materials, and subjects, in general, will be performed. This evaluation assesses the quality of teaching, the applicability of acquired knowledge to the work environment, interactive lecturer-student relationship, working materials, literature, attendance of lecturers, course content, methods of testing knowledge, quality of teaching, ...

3. DESCRIPTION OF THE STUDY PROGRAMME

3.1. Study programme learning outcomes

In accordance with the current regulations of the Sarajevo Canton and the University of Sarajevo, there are no formal prerequisites for the transition from one to the next semester of the same academic year.

After the student successfully passes all subjects and defends the master's thesis, in accordance with the Rules of the second cycle of studies, the student formally completed his studies and acquired the right to the academic title of MASTER OF ADMINISTRATION - PUBLIC ADMINISTRATION AND BUSINESS ADMINISTRATION.

Learning outcomes

Knowledge:

Program

- understands and is able to explain basic terms, principles, concepts and theories in the field of public administration and business administration;
- understand how to properly use and recognize the current verified knowledge in the field of public administration and business administration,
- define and describe the latest knowledge from various specialized areas of economics / business, management and law;
- understand key findings and processes in the field of public admin-

istration and business administration;

- understands the processes of strategic management and crisis management;

Skills:

- application of theoretical and practical principles and analysis on a number of issues and problems of public administration and business administration,
- research relevant literature in the field of public administration and business administration.
- summarize and present an overview of relevant literature from various sources,
- formulate and explain arguments in professional discussions and debates and research papers,
- communicate effectively results of analysis and ideas orally and in writing,
- apply the acquisition of knowledge in specific business practices in the field of public administration and business administration.
- acquire skills of strategic planning and development strategy development;

Competences:

- can reflect the settings of the main theories and their application,
- can communicate effectively orally and in writing in matters of public administration and administration,
- can work in a team and lead others, ensuring that they are ready to

manage diverse teams,

- I have what I have acquired

knowledge and skills needed for employment in the public administration and business administration sector.

- can conduct analyzes and give expert recommendations in the field of policy making and planning, public administration reforms, crisis management, etc.

Preparation of the final master's thesis

OPTIONAL SUBJECTS

1. Strategic management
2. Human resources management
3. International organizations
4. European administrative space

3.2. List of mandatory and elective fields of study

List of subjects:

Name of the object

(MANDATORY)

I SEMESTER

1. Research Methodology and Academic Writing
2. Modern state and public policy
3. Public governance
4. Public sector management
5. Crisis management and conflict resolution

II SEMESTER

1. Elective course
2. Elective course