

NATIONAL UNIVERSITY OF PUBLIC SERVICE
FACULTY OF FACULTY OF PUBLIC
GOVERNANCE AND INTERNATIONAL STUDIES

Ref. No.
Copy No.

CURRICULUM OF THE MASTER'S PROGRAM
INTERNATIONAL PUBLIC SERVICE RELATIONS

Validity:
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Decision of the Senate	Decision of the Board of Governors
Approved by Senate resolution No.	Approved by the Board of Governors resolution No.

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Program director: Erzsébet NAGYNÉ RÓZSA, professor, program director

The following legislation and university regulations serve as the legal background for the curriculum:

1. Act CCIV of 2011 on National Higher Education
2. Act CXXXII of 2011 on the National University of Public Service and on Public Administration, Law Enforcement and Military Higher Education
3. Government Decree No. 87/2011. (IV. 9.) on the implementation of certain provisions of the Act CXXXII of 2011
4. Government Decree No. 363/2011. (XII. 30.) on the implementation of certain provisions of Act CXXXII of 2011 on the National University of Public Service and on Public Administration, Law Enforcement and Military Higher Education
5. Government Decree No. 139/2015. (VI. 9.) on the Register of Qualifications in HE and on the Registering of New Qualifications (hereinafter: 139/2015. (VI. 9.) Gov Decree)
6. Government Decree No. 222/2019. (IX. 25.) on the register of qualifications in the field of science of public governance and the training and graduation requirements of the program;
7. NUPS Academic and Study Regulation
8. No. 26/2019. Rector's decision on program procedures

Training authentication data

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1. **Name of the program:** International Public Service Relations MA

2. **Field of education, defined by Section 3 of NUPS Act**

science of public governance, international and European public service

3. **Specializations of the program**

none

4. **Qualification**

master (magister; abbreviated: MA) level

5. **Degree and qualification to be obtained in the program as specified in the diploma**

Qualification: master (magister; abbreviated: MA) level / Master's Degree

6. **Objectives of the program, professional competences to be acquired**

A képzés célja olyan szakértők képzése, akik megszerzett ismereteik birtokában képesek a nemzetközi és az európai uniós szervezeteknél, a hazai központi és helyi közigazgatásban, a külügyi, védelmi és rendvédelmi igazgatásban nemzetközi vonatkozású komplex feladatok ellátására. (The aim of the programme is to train experts capable of performing duties related to international relations in national and EU institutions, in the domestic central and regional public administration, in the foreign affairs, defence and law enforcement administration.)

6.1.1. Az okleveles nemzetközi közszolgálati szakértő / The Expert in International Public Service

a) tudása / is familiar with

- Ismeri a nemzetközi közszolgálati kapcsolatok jogi, gazdasági, politikai és történeti vonatkozásait (the historical, legal, economic and political aspects of international public service relations).

- Ismeri a nemzetközi jog összefüggéseit, a diplomáciai és konzuli kapcsolatok működési elveit és szabályait (the interrelations of international law, the principles and rules of diplomatic and consular relations).

- Ismeri a nemzetközi emberi jogi rezsím működését (the operation of the international human rights regime).

- Ismeri a nemzetközi kapcsolatok működésének regionális dimenzióit (the regional dimensions of the operation of international relations).

- Ismeri az Európai Unió politikáit, külkapcsolati rendszerét, illetve intézményi és jogrendszerét (the policies of the European Union as well as its foreign relations, institutional and legal system).

- Ismeri az Európai Unió kül- és biztonságpolitikáját és az Európai Unió globális szerepét (Common Foreign and Security Policy and the global role of the EU)

- Ismeri a válságkezelés nemzetközi és hazai rendszerét (the international and domestic systems of crisis management).

- Ismeri a biztonsági rendszer stratégiai tervezését és elemzését (the strategic planning and the analysis of the security system).

- Ismeri a rendészet és rendvédelem hazai és nemzetközi összefüggéseit (the domestic and international context of law enforcement and policing).

- Ismeri a közszolgálati rendszerek nemzetközi modelljeit (the international models of public administration).

- Ismeri a magyar állam és államigazgatás nemzetközi kapcsolatrendszerét (the international relations and public administration of the Hungarian State).

- Ismeri a magyar kül- és biztonságpolitikát, fejlődésének irányait (Hungarian foreign and security policies and their trends of development).

- Ismeri a nemzetközi politikai gazdaságtan kulcsfogalmait és összefüggéseit (the key concepts and context of international political economy).

- Mesterszinten ismeri a feladat ellátásához szükséges szaknyelvet (the professional vocabulary necessary for performing such duties).

b) képességei / is capable of

- Képes a nemzetközi, illetve európai integrációs és döntéshozatali folyamatok értelmezésére és formálására (interpreting and shaping international and European integration and decision-making processes).

- Képes a közszoigálat nemzetközi kapcsolataiban döntések előkészítésére és meghozatalára (preparing and making decisions in international public service relations).

- Képes az európai és a hazai közpolitikai és kodifikációs folyamatokban való közreműködésre (participating in domestic and European public policy and codification processes).

- Képes integrált ismeretek széleskörű alkalmazására a közigazgatási, rendészeti és honvédelmi komplex területeken (the widescale application of integrated knowledge in the complex areas of public administration, law enforcement and defence).

- Képes a nemzetközi szervezetek és intézmények tevékenységében való részvételre (participating in the work of international organisations and institutions).

- Képes a biztonságot fenyegető kihívások, veszélyek és kockázatok elemzésére és értékelésére (analysing and assessing security challenges, threats and risks).

- Képes konfliktushelyzetek kezelésére, eredményes tárgyalási és együttműködési technikák alkalmazására (managing conflict situations, using successful negotiation and cooperation techniques).

- Képes végrehajtó és irányító feladatkörök ellátására (fulfilling implementive and executive tasks).

- Kommunikációs és viselkedéskultúrára vonatkozó ismeretekkel rendelkezik (He/she has good communication skills, conduct and etiquette).

- Kapcsolatteremtő képességgel rendelkezik (as well as contact-building skills).

c) attitűdje / his/her personal attitude is characterized by

- Elkötelezett a közszoigálat iránt, képes felelősségteljes munkavégzésre és toleráns magatartás tanúsítására, továbbá mások véleményének tiszteletben tartása (the commitment to public service, responsible and tolerant behaviour, respect for the opinions of others).

- Komoly elemzőkészséggel, problémafelismerő és problémamegoldó készséggel rendelkezik (an ability to identify, analyse and solve problems).

- Információ-feldolgozási képességgel, módszertani tudatossággal rendelkezik (ability to process information, consciousness in methodology).

- Munkájában kezdeményező és döntéseit képes meghozni és azokért felelősséget vállal (a proactive stance, readiness to take personal responsibility, mature decision-making ability).

- Képes csoportban és egyénileg is munkát végezni (and the ability to work both in teams and individually).

d) autonómiája és felelőssége / autonomy and responsibility

- Legjobb tudása szerint, elkötelezetten szolgálja és képviseli az állami, illetve nemzetközi szervezetnél való munkavégzés esetén a szervezet céljait és érdekeit (He/she is committed to serving and representing the goals and interests of the international organisation or public service he/she works for).

- Minden szervezeti-intézményi tevékenysége során felelős módon latba veti tudását a minőségi munkavégzés érdekében (he/she interacts with expertise in all organisational and institutional activities).

- Felelősségteljesen építi fel szakmai karrierjét, és támogatja az általa irányított munkatársak szakmai életpályájának kibontakoztatását (builds up his/her professional career and supports the development of the career path of the staff he/she manages).

- Önállóan és felelősségteljesen vesz részt munkaszervezeti egységek létrehozásában és irányításában (he/she participates in the creation and management of work organisation units independently and with responsibility).

- Szakmai álláspontjának képviselésével bátran és felelősségteljesen vesz részt munkaszervezetének működtetésében, a szakmai koncepciók kidolgozásában, megvitatásában és megvalósításában (by representing his/her professional position, he/she responsibly participates in the operation of his/her work organisation, in the elaboration, discussion and implementation of professional concepts).

7. Factors of program schedule

Program length in semesters: 3 semester

Detailed program schedule:

Number of credits necessary for obtaining the degree	90 credits
Students' study hours in total	2700
Student workload in credits per semester:	30 credits on average
Number of classes per semester for full-time students:	289 classes on average
Number of weekly classes on average for full-time students:	20,6 classes on average, out of which the number of classes with credits on average: 16,6
Number of classes per semester for part-time students:	83,66 classes on average
Length of internship:	80 hour

8. Program structure

8.1. related disciplines, professional fields upon which the qualification is based:

- nemzetközi és fejlődéstanulmányok/international and development studies 15-30 kredit/credits,
- állam- és jogtudományok/state and law studies 10-30 kredit/credits,
- hadtudomány/military science 5-20 kredit/credits,
- gazdaságtudomány/economic science 3-9 kredit/credits,
- politikatudomány/political science 2-8 kredit/credits,
- műszaki tudományok/technical science 2-6 kredit/credits.

8.2. thesis/diploma work credits: 4 credits

8.3. minimum credit for practical training outside the university: 8 credits

8.4 minimum credit for elective courses: 6 credits

9. Class, credit and exam-plan

The class, credit and exam-plan contains the following information scheduled in terms of each subject (compulsory curricular activities – hereinafter together: subject):

- Neptun code of subjects,
- type of subject (compulsory, mandatorily selected, elective, compulsory curricular activity),
- semester(s) the subject is offered,
- number of lessons per week and semester, or semester as per the type of subject,
- credit value of the subject,
- type of performance assessment;
- the department and lecturer responsible for the subject.

Types of lessons and their abbreviations:

- lecture: L
- seminar: S
- practice: P
- e-seminar: ES

The class, credit and exam-plan is included in Annex 1.

10. Previous study requirements

The curriculum defines previous or simultaneous study requirements of subjects (Previous study requirements).

Previous study requirements are included in Annex 2.

11. The assessment system

Assessment can be carried out:

- a) in the study period on the lessons in oral or written form by written (in-class) tests, home assignments or practical tasks as a mid-term mark;
- b) by exams in the exam period;
- c) by a mid-term mark and exam mark together.

In case of compulsory curricular activities without credits the requirement can solely be the lecturer's signature.

Students finish their studies by taking the final examination. The final examination is to check and assess the knowledge, skills and abilities necessary for obtaining the diploma when students also have to prove they can apply their knowledge in practice.

Abbreviations of types of assessment:

- mid-term mark: MTM/ mid-term mark (((final exam subject ((MDM(F))
- term mark: TM / term mark (((final exam subject ((TM(F))
- exam: E/ exam (((final exam subject ((E(F))
- exam (three-scale) (E3)
- preliminary exam (PE)
- comprehensive exam (CE)
- complex exam (CXE)
- final examination (FE)

Detailed rules on assessment are defined by:

- the curriculums of subjects being part of the present curriculum, and
 - Point 12 of the present section
- based on the relevant regulations and the Academic and Examination Regulations.

12. Final examination

12.1. Preconditions for starting the final examination:

- obtaining the pre-degree certificate: the university issues a pre-degree certificate for students who have completed the study and exam requirements set in the curriculum (excluding the language exam requirements and the thesis/diploma work), the internship and acquired the necessary credits; the pre-degree certificate states that the student has fulfilled all the necessary study and exam criteria without qualification or assessment.
- thesis/diploma work already being evaluated.

12.2. Parts of the final examination

12.2.1. The preconditions of starting the final exam

- Obtaining the final certificate (absolutorium), collecting at least 90 credit points;

- Successful completion of the professional practice;
- Preparing the diploma work held by the tutor suitable for assessment and submitted for defense.

12.2.2. Parts of the final exam

- Defending the diploma work,
- Oral exam of the course-units specified in point 12.2.3,
- Defending the diploma work successfully is a precondition of commencing the oral final exam.

12.2.3. Final exam course-units

Course code	Course name	Credit
INITE211	International Organisations – Law and Policy-making	3
INITE212	International political economy	3
INITE221	Regional Security Challenges	3
INITE223	EU Sectoral Policies	3
INITE226	EU Common Foreign and Security Policy (CFSP)	3
Final exam course-units' credits in total:		15

12.3 The result of the final examination

The result of the final exam, based on the NUPS Regulations on Studies and Exams, is the simple average of the diploma work's mark and the oral final exam's mark as follows:

$$FE = (DW + OFE)/2$$

Failure to pass any part on any element will result in the failure of the final exam. Each element of the final exam must be awarded a separate grade. Unless otherwise stated, the calculation method specified in Article 54 (3) of the NUPS Regulations on Studies and Exams may be incorporated.

13. Thesis/diploma work

Students pursuing studies in the Master training programme shall write a degree thesis following the guidelines set forth by the training and graduation requirements.

The thesis is a creative paper carried out individually in possession of the knowledge acquired through program, which may be elaborated in the course of a semester with the guidance of a supervisor or consultant. By completing the thesis, the candidate may prove that he/she has gained sufficient proficiency in the practical use of the training material to synthesise outcomes and find creative solutions to tasks related to his/her field, and is able to carry out work tasks individually using skills and competences relevant to his/her qualifications.

Students may earn 4 credits for the completion of the thesis course. The submission and defence of the thesis is not a prerequisite for taking the final examination.

Topics may be selected through the Neptun educational administration system between 16th September – 15th October in the case of the summer final-examination period, and between 1st March – 15th April in the case of the winter final-examination period.

The student shall have to consult the supervisor/consultant at least three times during the preparation of the paper, which has to be verified by signatures. The paper shall have to be assessed and checked with plagiarism detection software. Only theses that have been checked may be defended.

The completed thesis shall be submitted through the Neptun educational administration system by 30th April in the case of the summer final-examination period, and by 30th November in the case of the winter final-examination period. The submission of the thesis shall be valid if the student submits (uploads) his/her approved thesis by this time, accompanied by the documents specified in Chapter VII of Appendix No. 5 of the Academic and Examination Regulations.

The credit value of the thesis/diploma work: 4 credits

Thesis course:

- ÁIPUSMDM001, Degree Thesis, 4 credits

The preparation, content- and form-related requirements of the thesis/diploma work are defined in the Academic and Study Regulations.

14. Diploma

14.1. Conditions for receiving the diploma

- successful final examination, and
- completing the language exam requirements of the program set in the training and graduation requirements: The graduate should be in possession of a C1 complex proficiency certificate in English language or a certificate of equal value.

14.2. Determining the grade of the diploma

Detailed regulations on assessing the grade of the diploma.

In lieu of a different regulation the calculation in Section 56. § (3)-(5) of the Academic and Study Regulations may prevail:

„(3) The Diploma grade, unless the course curriculum provides otherwise, shall consist of the simple average of the following:

- a) the grade for the defence of the thesis/diploma work;*
- b) the grade for the oral part of the final examination (in the case of a multi-module examination the rounded average of the grades given for integer elements);*
- c) the grade for the final practical exam (if applicable);*
- d) the (two-decimal) average of the academic average of completed semesters::*

$$(Th + Fe + Pr + ((A1 + \dots + An) / n) / 4$$

If the final exam has no practical elements included:

$$(Th + Fe + ((A1 + \dots + An) / n) / 3$$

(4) The degree classification shall be based on the following limits taking into account the value calculated with the use of the above method:

- *outstanding, if the average is 5.00;*
- *excellent, if the average is: 4.51 to 4.99;*
- *good, if the average is: 3.51 to 4.50;*
- *satisfactory, if the average is: 2.51 to 3.50;*
- *pass if the average is 2.00 to 2.50;*

(5) The student with an outstanding diploma grade shall graduate with outstanding result. Those with excellent diploma qualifications and a minimum of 4.51 examination and practice average shall also graduate with outstanding results.”

15. Internship

Students shall be required to participate in professional internship, the duration of which shall be at least 80 hours. Participating in an internship being part of the training and graduation requirements of the curriculum, students who fail to complete one cannot register for the final examination.

An internship is a learning process that makes an impact on students' learning and career goals. During an internship, students learn about the structure, operating procedures, embeddedness and day-to-day work processes of the given organization. The purpose of the internship is for students to apply and deepen the theoretical and practical knowledge acquired during the training through work experience. To complete the course students shall compile a brief summary about their experience and tasks they have completed, which shall be attached to the internship-completion form signed by the head of the educational unit or the supervisor of the internship.

Internships may be completed in organizations that have signed a cooperation agreement with the university. The student and the selected organization shall enter into a cooperation agreement – or a student employment contract where necessary. Had the university signed a cooperation agreement with the selected organization prior to the internship, the submission of an internship agreement signed by the representative of the organization to the vocational training administrator shall suffice.

The completion of the internship shall be documented by registering for the subject “Internship” and by returning the properly completed internship-completion form. An internship certificate shall be awarded upon the completion of the internship including a detailed assessment that shall be submitted to the Faculty Administration. Based on the decision of the organization hosting the internship a work log may be used.

Internship course:

- AIPUSMSZGY001, Professional practical training, 8 credits

16. International student mobility period for partial studies abroad

The Erasmus+ Programme provides students engaged in Bachelor or Master training with a possibility to gain an academic mobility or internship scholarship. Academic mobility enables scholarship recipients to spend a semester studying at a partner institution of the university, and to transfer credits for courses undertaken there to their studies in Hungary. The so-called exchange programme allows students to pursue studies at a given institute free of charge.

Applicants can travel to EU member states, or to Iceland, Liechtenstein, Norway, Turkey and Macedonia, and conduct studies at an institution in an international inter-institutional agreement with the university. Other partner institutions (outside Europe) are available through the International Credit Mobility Programme in Israel, Kazakhstan and China.

Students with a high grade point average can apply for a grant provided by the Campus Mundi Programme to conduct partial studies abroad for a semester.

The number of bilateral inter-institutional agreements has been steadily increasing. Due to the training objectives, the Faculty encourages students to partake in international mobility programmes. Students conducting studies abroad shall be authorized for a reduced course load; furthermore, the Credit Transfer and Validation Committee recognizes a broad range of subjects completed abroad as equivalents of compulsory or elective subjects.

Due to the structure of the training, Term 2 and Term 3 are the most suitable for pursuing studies abroad.

17. Any other program-specific requirements

17.1. Compulsory curricular activities

Special foreign language training 1. and Special foreign language training 2.

17.2. Conditions for obtaining missing credits necessary for entering a master program

17.2.1. The training programs accepted as previous studies when entering the Master’s program:

- Programs accepted for entry without further conditions: International Public Administration BA, International Relations BA, International Business Economics, Political Science BA, Social Sciences BA, Public Administration Manager BA, furthermore Degree courses acknowledged without further precondition: degree obtained in any college or university degree course at BA or MA level at the National University of Public Service or any of its legal predecessors.
- The bachelor’s programs that can be taken into account with priority for the entry by completing the credits specified in point 17.2.2.: Public Service BA.
- Any bachelor’s programs can be taken into account for the entry by completing the credits specified in point 17.2.2. as well as programs classified by the LXXX law on higher education, which is

accepted by the Credit Transfer Committee of the higher institution upon comparing fields of knowledge.

17.2.2. Minimum requirements for entry to the master's program for those having diplomas specified under point 17.4.1:

At least 30 credits should be acknowledgeable for the student on the basis of his or her earlier studies in the following knowledge fields):

- State and Jurisprudence,
- Economics,
- Military and Law Enforcement Sciences,
- Communication and Media Sciences,
- Public Administration,
- International Relations,
- Political Science,
- Sociology,
- History.

The minimum requirement for students who wish to join the program is 30 credits in the above mentioned fields of knowledge. A minimum of one-year practice in public administration/public service can be acknowledged with 5 credits.

17.3. Requirements of attendance, acceptable absence, opportunity for compensating for missed classes:

Should the course description not regulate differently, the student is obliged to participate in 75% of the classes. Absence above that ratio may result in the refusal of signature. Absence over 75% may be justified in cases such as e. g. medical treatment, being in service, etc. This, however, has to be proven in the following class by providing the certificate to the lecturer and the course director, as well as via e-mail. The material of the classes missed this way should be learned privately.

17.4. Specific teaching-learning methods, learning support tools, methodology, procedures

Online learning support tools and methodology (e.g. Moodle e-learning system, Neptun system, E-Public Service Knowledge platform, Webinars (EDUHOME))

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Erzsébet NAGYNÉ RÓZSA, DSc
professor
program director

List of curriculums

I. Core studies

Course code	Course name
ÁAÖKTM05	Comparative Public Law
ÁKNGTE02	Economic and Monetary Integration
HKÖMTM920	Employment of Armed Forces, Cooperative and Collective Efforts
HHKNBTTE02	EU Common Foreign and Security Policy (CFSP)
ÁEUTTE01	EU Sectoral Policies
ÁEKMTE01	European Institutions – Law and Decision making
ÁKKT41	Good Governance – International Dimensions
RNETM01	International and European Law Enforcement Cooperation
ÁNJTE06	International Criminal Law
ÁNJTE02	International Law
ÁNJTE01	International Organisations – Law and Policy-making
ÁKNGTE01	International political economy
ÁNJTE04	International Protection of Human Rights
ÁNJTE03	Law of Diplomatic Relations
ÁNKDE02	Migration as a Security Challenge
ÁKTKM01	Negotiation Skills
ÁTKTMO01	Organizational & Leadership Communication
ESVKKE01	Regional Security Challenges
ÁNKDE01	Regional Studies
ÁTKTMO02	Regulatory aspects of online communication
HHKNBTTE03	The European Union as a Global Player in International Crisis Situations
ÁNJTE05	Use of Force and International Law
HNBTTBA18	Visegrad Studies

II. Thesis/diploma work

Course code	Course name
ÁIPUSMDM001	Degree Thesis

III. Internship

Course code	Course name
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ÁIPUSMSZGY001	Professional practical training
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IV. Compulsory curricular activities

Course code	Course name
	Special foreign language training 1.
	Special foreign language training 2.

V. Elective courses

The optional courses are listed in Annex No. 1.1 - FPGIS Elective course in foreign language at MA level.