

## Public Administration

### 1. Admission Requirements:

#### • Prerequisites:

- Successful completion of high school studies and obtaining a baccalaureate degree or equivalent.
- Non-EU Citizens - Contingent upon the presentation of the Graduation Certificate from the preparatory year (excluding those who have completed their previous studies in the Romanian language) and obtaining the Letter of Acceptance issued by the Ministry of Education.
- EU Citizens + Swiss Confederation - Contingent upon the presentation of the Graduation Certificate from the preparatory year (excluding those who have completed their previous studies in the Romanian language) and the recognition of their studies by the National Centre for Recognition and Equivalence of Diplomas (CNRED).

#### • Entrance Exams:

The admission average of registered candidates is made up of:

- Average of the baccalaureate exam - weight 100%.

### 2. Degree Levels:

#### • Undergraduate Level: Public Administration

- Bachelor's Degree: 3-year program.

### 3. Curriculum:

#### • Core Courses:

- Administrative Law
- Administrative Litigation
- Applied Modern Languages in Public Administration (English, French, Italian)
- Civil Law
- Communication in Public Administration
- Constitutional Law
- Elements of Criminal Law
- Elements of International Law
- Elements of Judicial Procedure
- Elements of Urbanism
- Ethics and Deontology in Public Administration
- European Union Law
- Information Technology in Public Administration
- Introduction to the Study of the State and Law
- Labor Law and Social Security
- Management Public
- Normative Techniques in Public Administration
- Politics and Public Administration
- Practical Training for Thesis Development

- Public Institutions Accounting
- Public Management
- Public Policies
- Public Procurement
- Research Methodology in Administrative Sciences
- Science of Administration
- Specialized Practice

• **Electives:**

- Comparative Administrative Systems
- Competition Law
- Contract Law
- Control and Fiscal Management
- Elements of E-Government
- Elements of Strategic Planning in Public Institutions
- Environmental Protection and Sustainable Development
- Ethics and Academic Integrity
- European and National Regulations in Land Matters
- Family Law and Civil Status Documents
- Financial and Fiscal Law
- Foundations of Quality in the Public Sector
- Fundamental Freedoms
- History of Romanian Public Administration
- Logic of Administrative Action
- Management of Human Resources in Public Administration
- Management of Projects
- Public Administration Law
- Public Decision-Making Methods
- Public Relations
- Sociology
- Special Contracts

• **Major/Concentration:**

- Multidisciplinary and interdisciplinary program that brings together content areas from administrative sciences, legal sciences, management, European and comparative studies.

• **General Education Requirements:**

- Successfully fulfilling mandatory and optional courses and seminars, actively participating in research within student circles, and contributing to scientific conferences.

4. **Credits:**

- Each semester carries a weight of 30 ECTS for mandatory and optional courses, to which 2 credits are added for each of semesters 1-2 for Physical Training and Sport, with a total of 184 ECTS required for graduation.

5. **Internships and Practical Experience:**

- Opportunities for internships or practical experience in the field of study within central and local public institutions and authorities, professionals, legal entities, etc.

**6. Research Requirements:**

- Each bachelor thesis will contain a theoretical part and a case study (theoretical or practical) in the field of specialization, under the guidance of a teaching staff.

**7. Academic Advising:**

- The study program is overseen by a tutor, and the preparation of the Bachelor thesis is conducted under the guidance of a scientific supervisor.

**8. Extracurricular Activities:**

- Students may have the option to participate in clubs, organizations, or extracurricular activities related to their field of study or personal interests.

**9. Examinations:**

- Didactic activities will span 14 weeks during each semester and conclude with oral, written, or practical examinations. Successful completion of these exams is mandatory to earn study credits.

**10. Thesis/Dissertation Defense:**

- The preparation of the Bachelor's Thesis is conducted under the guidance of a scientific supervisor.
- The committee responsible for assessing the dissertation thesis is appointed by the decision of the rector and includes a president, three members, and a secretary, all of whom are specialized teaching staff.
- In order to submit the thesis, each student must have accrued 184 ECTS from the mandatory and elected subjects.

**11. Graduation Requirements:**

- Graduation requires students to fulfill all program requirements, including achieving the prescribed number of ECTS credits and successfully completing a final examination.

**12. Degree Awarding:**

- Bachelor's Degree in Administrative Sciences.