

Kaposvári Egyetem Gazdaságtudományi Kar  
Kaposvár, Guba Sándor u. 40.

## ***COURSE DISCRIPTION AND REQUIREMENTS***

***Course name:*** Public Administration

***Tantárgy kódja(i):*** 3BNNET2-EA-PUBLICADMIN

***Level of education:*** *bachelor*

***Form of programme:*** Full time

***Lessons per week:*** 4 lectures

***Type of evaluation:*** terminal exam

***Course Leader:*** Dr. Eszter Molnár

***Lecturer:***

***Department of Course:*** Regional Studies and Statistics

***Head of Department:*** Dr. Zoltán Gál, associate professor

***Period of validity:*** 2015/2016, I. semester

***Objectives of the course:***

The system of Hungarian public administration has gone through major institutional and legal changes in the past years.

This course pays special attention to the system of Hungarian public administration (its main institutions, procedures, staff ).

The student attending the course should acquire the basic definitions, relevant acts, the Hungarian administrative system, the aims of public changes.

***Requirements and the way of evaluation:***

Attendance on the course is obligatory. Missing more than 1/3 of the lessons automatically leads to failing the course.

Type of exam: oral

***A tantárgy témakörei:***

No.	THEMES
1.	The legal framework of central government in Hungary
2.	The definition and tasks of the Government
3.	The structure of the Government, the current territorial administration
4.	Local self-governments (settlement-level, County local government)
5.	Public financial institutions (The State Budget)
6.	The asset and finance of the Hungarian local governments
7.	The Hungarian Tax system (VAT, Local Business Tax,....)
8.	Public procurement
9.	Administrative Action, Action General Rules of Administrative Proceedings and Services GRAPS
10.	State Administration, Act CXCV of 2011 on Public Finances
11.	Magyary Zoltán Public Administration Development Programme
13.	The Civic Service System in Hungary
14.	EU studies (implementation of the Cohesion policy in Hungary, coordination Eu affairs in Hungary,

***Compulsary, and suggested literature:***

- handouts

Kaposvár, 2015. augusztus 28.

***Oktató aláírása***

***Tanszékvezető aláírása***