

Municipal Administration

Code: MK5TELS3TX17-EN

ECTS Credit Points: 3

Evaluation: exam

Year, Semester: 1st year, 2nd semester

Its prerequisite(s): -

Further courses are built on it: No

Number of teaching hours/week (lecture + practice): 2 + 0

Topics:

The primary goal of this course is to familiarize students with the roles that municipalities fulfil in local affairs. To achieve this, the course focuses on three areas in this semester:

- the basic elements of self-governments,
- the most important international trends,
- and the characteristics of municipal tasks.

The course also aims to cover all important municipal bodies and their operation.

Literature:

Required:

- Panara, Carlo - Varney, Michael R. (eds), Local Government in Europe. The 'Fourth Level' in the EU Multi-Layered System of Governance, Routledge, 2015, ISBN: 978-1-138-93004-9
- Schaap, Linze - Daemen, Harry (eds), Renewal in European Local Democracies. Puzzles, Dilemmas and Options, VS Verlag für Sozialwissenschaften, 2012, ISBN: 978-3-531-18763-1
- Loughlin, John - Hendriks, Frank - Lidstrom, Anders, The Oxford Handbook of Local and Regional Democracy in Europe, Oxford University Press, 2012, ISBN: 978-0-19-956297-8

Recommended:

- Bowman, Ann O'M. - Kearney, Richard C., State and Local Government, Wadsworth Publishing, 2016, ISBN: 978-1-305-38847-5
- Stenberg, Carl W. - Austin, Susan Lipman, Managing Local Government Services. A Practical Guide, International City/County Management Association, 2013, ISBN: 978-0-87-326709-0

Schedule

1st week Registration week

2nd week:

Lecture: Local administration, self-governments and municipal administration: evolution, history and models.

4th week:

Lecture: Types of local self-governments. The attributes of local self-governmental tasks. Cases and examples.

3rd week:

Lecture: Basic questions of local governance in international documents. The most important regulations of the European Charter of Local Self-Government.

5th week:

Lecture: Scope of self-government's duties and authority; the role of self-governments in municipal administration.

6th week:

Lecture: The tasks of councillors and the principles of corporative operations. Direct methods of local governance.

8th week: 1st drawing week / 1st test**9th week:**

Lecture: Cooperation in municipal administration, the partnerships of self-governments I.

11th week:

Lecture: Connections of local self-governments and central organs I.

13th week:

Lecture: New tendencies of self-governments' regulation I. An international overview.

15th week: 2nd drawing week / 2nd test**7th week:**

Lecture: The mayor's scope of duties. Cases and examples.

10th week:

Lecture: Cooperation in municipal administration, the partnerships of self-governments II. Special rules of capital cities, catchment areas and middle level self-governments.

12th week:

Lecture: Connections of local self-governments and central organs II. A short outlook: the property and economy of municipal administration.

14th week:

Lecture: New tendencies of self-governments' regulation II. What is the future of municipal administration?

Requirements**A, for a signature:**

Attendance is **compulsory**. Students have to attend the lectures and may not miss more than three lectures during the semester. In case a student does so, the subject will not be signed and the student must repeat the course. Attendance at lectures will be recorded. In case of further absences, a medical certificate needs to be presented. Active student's participation should be required.

B, for a grade:

Students have to **submit all the two tests** as scheduled minimum at a sufficient level. In order to take a **mid-semester grade** – minimum (2) pass grade, – minimum point of test has to be taken. The minimum and the maximum points related to the tests can be obtained are the follows:

Tests:

1. Test:	Maximum:	50 points	Minimum:	30 points
2. Test:	Maximum:	50 points	Minimum:	30 points
Summa points:	Maximum:	100 points	Minimum:	60 points