

APPROVED BY

Order No V-829 of the Minister of
Education and Science of the
Republic of Lithuania of 23 July 2015

DESCRIPTOR OF THE STUDY FIELD OF PUBLIC ADMINISTRATION

CHAPTER I

GENERAL PROVISIONS

1. The Descriptor of the Study Field of Public Administration (hereinafter referred to as the “Descriptor”) shall govern the special requirements applied to the study programmes of the study field of Public Administration. For the purposes of this Descriptor, the concept of ‘public administration’ shall be treated the same as ‘public governance’ and these concepts shall be used herein as synonyms.

2. The Descriptor has been prepared in accordance with the Law on Higher Education and Research of the Republic of Lithuania taking into account Resolution No 535 of the Government of the Republic of Lithuania of 4 May 2010 “On the Approval of the Descriptor of the Lithuanian Qualifications Framework”, Order No V-2212 of the Minister of Education and Science of the Republic of Lithuania of 21 November 2011 “On the Approval of the Descriptor of Study Cycles”, Order No V-501 of the Minister of Education and Science of the Republic of Lithuania of 9 April 2010 “On the Approval of the Descriptor of General Requirements for Degree-Awarding First Cycle and Integrated Study Programmes”, Order No V-826 of the Minister of Education and Science of the Republic of Lithuania of 3 June 2010 “On the Approval of the Descriptor of General Requirements for Master’s Study Programmes”, Order No V-2463 of the Minister of Education and Science of the Republic of Lithuania of 15 December 2011 “On the Approval of Recommendations for Developing the Descriptor of a Study Field or Study Fields”, Order No V-222 of the Minister of Education and Science of the Republic of Lithuania of 19 February 2010 “On the Approval of the List of Branches Constituting Study Fields”, Resolution No 1749 of the Government of the Republic of Lithuania of 23 December 2009 “On the Approval of the List of Study Areas and Fields in accordance Whereof Studies Are Organised in Higher Education Institutions and the List of Qualification Degrees”, Order No ISAK-1026 of the Minister of Education and Science of the Republic of Lithuania of 15 May 2009 “On the Approval of the Descriptor of Full-Time and Part-Time Studies”, Order No V-2538 of the Minister of Education and Science of the Republic of Lithuania of 23 December 2011 “On the Approval of Recommendations for the Structure of Working Time of Teachers of Higher Education Institutions”. The Descriptor has been prepared with regard to the Model List of Competences and Learning Outcomes of Public Administration of the European Association for Public Administration Accreditation (EAPAA).

3. The study programmes of the study field of Public Administration may be carried out only in universities. The Descriptor shall apply to the regulation of first and second cycle university studies.

4. The Descriptor aims to:

APPROVED BY

Order No V-829 of the Minister of
Education and Science of the
Republic of Lithuania of 23 July 2015

4.1. Inform the academic community (in particular, programme developers) about the key elements of the content of study programmes of the study field of Public Administration and encourage pursuit of their improvement;

4.2. Inform students, stakeholders (teachers, pupils and their parents) and social partners about acquired education of the study field of Public Administration;

4.3. Assist universities and experts in preparation for the internal and external assessment of the study programmes of the study field of Public Administration;

4.4. Encourage higher education institutions to assume responsibility for the learning outcomes of the study programmes of the study field of Public Administration and awarded qualifications.

5. First and second cycle studies of the study field of Public Administration may be organised on a full-time and part-time basis.

6. Persons with at least secondary education shall be enrolled in first cycle study programmes of the study field of Public Administration in an admission contest, taking into account their learning outcomes, entrance examinations or other criteria established by a higher education institution. Higher education institutions shall establish a list of competitive subjects by field of study and principles for the award of contest points, the lowest possible entrance grade and other criteria, having received the assessment of student representation, and publish them no later than 2 years preceding the start of the school year.

7. First cycle university study programmes may provide for awarding a double Bachelor's degree of the major study field and the minor study field of Public Administration. The volume of minor studies in Public Administration shall be at least 60 credits. Upon completion of minor studies in Public Administration, the learning outcomes proving acquired basic competences, enumerated under paragraph 23 of the Descriptor, shall be achieved.

8. The volume of contact hours of the first cycle study programme of the study field of Public Administration shall constitute at least 20 per cent of the study programme volume, whereas the volume of direct participation of teachers and students (opposite to distance contact hours) shall constitute at least 15 per cent.

9. The total volume of practical training of the first cycle study programme of the study field of Public Administration shall be not less than 15 credits.

10. The first cycle study programme of the study field of Public Administration shall be completed by the assessment of graduate's competence during the defence of a final thesis (project), which receives at least 12 credits.

11. Upon successful completion of the first cycle study programme of the study field of Public Administration, a Bachelor's degree in Public Administration shall be awarded, which corresponds to the sixth level of the Lithuanian Qualifications Framework.

APPROVED BY

Order No V-829 of the Minister of
Education and Science of the
Republic of Lithuania of 23 July 2015

12. Higher education institutions should enrol, in accordance with the established procedure, in second cycle studies of the study field of Public Administration persons who have completed:

12.1. first cycle university studies and who have acquired during their studies and/or practical training competences that ensure their readiness to participate in the Master's study programmes of the study field of Public Administration;

12.2. higher education college studies and bridging courses, except for cases when the Senate of a university has passed a reasoned decision stating that the practical work experience in the managerial position of the public sector of the nature and duration established by the university, yet not shorter than three years, gained by the entrant to the study programme of the study field of Public Administration is sufficient.

13. A university shall establish the list of subjects and study content of bridging courses:

13.1. When the field of higher education college studies completed by the entrant belongs to the area of social sciences, the volume of bridging courses shall not exceed 60 credits;

13.2. When the field of higher education college studies completed by the entrant belongs to the area other than social sciences, the volume of bridging courses shall not exceed 90 credits.

14. The volume of contact hours of the second cycle study programme of the study field of Public Administration shall constitute at least 15 per cent of study programme volume, whereas the volume of direct participation of teachers and students (opposite to distance contact hours) shall constitute at least 10 per cent.

15. The second cycle study programme of the study field of Public Administration shall be completed by the assessment of graduate's competence during the defence of a final thesis (project), which receives at least 30 credits.

16. Upon successful completion of the second cycle study programme of the study field of Public Administration, a Master's degree in the field of Public Administration shall be awarded, which corresponds to the seventh level of the Lithuanian Qualifications Framework.

CHAPTER II

CONCEPT AND SCOPE OF THE STUDY FIELD

17. The object of public administration/public governance is the public administration structures, institutions, processes and relations between various actors when providing public services, carrying out social and economic regulation as well as addressing other issues of state governance.

18. The science of public administration could be characterised by international comparability, interdisciplinarity and multidisciplinary, as well as thematic specialisation. The science of public administration is closely related to other sciences (politics, sociology, management, economics, law, etc.). Public administration research may be both fundamental and applied and could be characterised by epistemological and methodological pluralism.

19. The studies of Public Administration shall combine the formation of classical public administration, public management, public policy processes, public policy analysis, social research methods, values, principles, as well as creative and critical attitudes.

20. The study programmes of the study field of Public Administration may be:

20.1. Focused on the general studies of public governance;

20.2. Focused on the specific studies of public governance practice and research areas;

20.3. Interdisciplinary, meaning that public governance issues are analysed referring to other areas of science.

21. The graduates of study programmes of Public Administration may occupy various positions in the public, non-governmental and private sectors, depending on the content of the completed study programme. The professional roles of Public Administration may cover the national, European and international levels.

CHAPTER III

GENERAL AND SPECIAL LEARNING OUTCOMES

22. The key learning outcomes of the study field of Public Administration shall focus on the development of the following competences and abilities:

22.1. Knowledge and understanding of the public governance system, methods, instruments, and principles;

22.2. Knowledge and understanding of the public policy administration process;

22.3. Ability to cooperate with citizens, allowing them to participate in public governance;

22.4. Ability to identify, analyse and solve public governance issues by employing scientific research methods;

22.5. Perception and recognition of the public interest and the principles of ethics, and the ability to follow them when making decisions, as well as adherence to moral principles and social values.

23. Upon completion of first cycle university studies of the study field of Public Administration, graduates will have achieved the following learning outcomes:

23.1. Basic knowledge and abilities:

23.1.1. Ability to apply public governance methods, instruments and principles in practice;

23.1.2. Knowledge and understanding of the public governance system, its elements, their interrelationship and interaction;

23.1.3. Knowledge of the economic, social, legal and political context of public governance on the basis of acquired specific knowledge of these areas;

23.1.4. Ability to describe and explain the processes of functioning and management of public governance organisations;

23.1.5. Ability to plan, coordinate and control organisational processes;

23.1.6. Ability to allocate and manage public sector resources and the resources of public governance organisations (human, financial, etc.), seeking to use them efficiently;

23.1.7. Knowledge of organisational and individual activity management models, ability to evaluate the key opportunities and risks of activities, seeking efficient public governance;

23.1.8. Ability to manage public programmes and projects;

23.1.9. Ability to analyse information and apply quantitative and qualitative empirical research methods when making public governance decisions.

23.2. Basic knowledge and abilities in the area of public policy administration:

23.2.1. Knowledge and understanding of the public policy administration process;

23.2.2. Ability to identify public sector problems, with regard to political, legal, economic and social realia;

23.2.3. Ability to select appropriate measures, instruments and models for public policy implementation and monitoring;

23.2.4. Ability to analyse and evaluate practical cases of public policy by applying appropriate public policy analysis and evaluation methods and instruments;

23.2.5. Ability to identify links between public policy strategies, programmes, projects and implementation plans.

23.3. Basic skills of cooperation with citizens, allowing them to participate in public governance:

23.3.1. Ability to cooperate with citizens or their groups;

23.3.2. Ability to listen to, inform and consult citizens;

23.3.3. Ability to identify and evaluate the opportunities of involving experts or non-governmental organisations, and to efficiently use the involvement of individuals.

23.4. Basic knowledge and abilities to recognise the public interest and the principles of ethics and follow them when making decisions, as well as adhere to moral principles and social values in their activities:

23.4.1. Ability to recognise and assume responsibility for their decisions and actions;

23.4.2. Ability to recognise and follow the principles of ethics when conducting research, collecting information or communicating with citizens;

23.4.3. Ability to behave and make decisions in an honest and impartial manner with respect to citizens;

23.4.4. Ability to balance private and public interests without seeking personal benefit.

24. Upon completion of second cycle studies of the study field of Public Administration, graduates will have achieved the following learning outcomes:

24.1. Extensive knowledge and abilities to apply, adapt and develop public governance instruments:

24.1.1. Comprehensive knowledge of the specific elements of public governance and their system interrelationship;

24.1.2. Ability to analyse and critically evaluate public governance theories;

24.1.3. Comprehensive knowledge of the economic, social, legal and political context of governance on the basis of acquired specific knowledge of these areas;

24.1.4. Ability to analyse, critically evaluate and improve the processes of functioning and management of public governance organisations;

24.1.5. Ability to be leaders, manage, motivate, and work in a team;

APPROVED BY

Order No V-829 of the Minister of
Education and Science of the
Republic of Lithuania of 23 July 2015

24.1.6. Ability to professionally and smoothly plan, coordinate and control organisational processes, apply and develop managerial innovations;

24.1.7. Ability to identify public governance priorities, formulate aims and objectives and pool resources in order to achieve them;

24.1.8. Ability to evaluate efficiency and effectiveness of public programmes and projects;

24.1.9. Ability to implement public governance changes and innovations;

24.1.10. Ability to exhaustively analyse information, use it with consistency and reason when making decisions of public governance, giving advice to politicians or executives as well as cooperating with various stakeholders;

24.1.11. Ability to professionally apply quantitative and qualitative research methods in the processes of public governance analysis, evaluation and decision-making, and combine them.

24.2. Expert knowledge and abilities of the public policy administration area:

24.2.1. Ability to professionally contribute to the improvement of the public policy process;

24.2.2. Ability to contribute to the establishment of the public policy agenda and priorities, policy formation and evaluation within the limits of their specific duties;

24.2.3. Knowledge of the public policy analysis methodology and ability to apply it creatively;

24.2.4. Ability to identify, distinguish and measure short-term public policy results and long-term outcomes;

24.2.5. Ability to creatively explain and apply proper public policy theories or concepts;

24.2.6. Ability to see and analyse the public policy system and relationship between public policy strategies, programmes and implementation plans;

24.2.7. Ability to reasonably allocate available resources (budget), having evaluated significant alternatives according to the established public policy priorities;

24.2.8. Ability to understand and evaluate the economic, social-historical and cultural context of public policy, and take a reasoned account of it when analysing policy or making decisions;

24.2.9. Ability to understand and evaluate political-administrative relationships and their role in public policy, and take a reasoned approach to these factors when analysing policy or making decisions.

24.3. Abilities to interact with citizens, allowing them to participate in public governance:

24.3.1. Ability to flexibly and creatively cooperate with citizens or their groups;

24.3.2. Ability to provide exhaustive information and professional consultations to citizens;

24.3.3. Ability to envisage and plan the opportunities of involving experts or non-governmental organisations, and to use citizens' involvement in a versatile manner.

24.4. Abilities to recognise the public interest and the principles of ethics and follow them when making decisions in ambiguous organisational situations:

24.4.1. Ability to recognise and assume responsibility for their decisions and actions;

24.4.2. Ability to recognise and follow the principles of ethics when conducting research, collecting information or communicating with citizens;

24.4.3. Ability to behave and make decisions in an honest and impartial manner with respect to citizens;

24.4.4. Ability to balance private and public interests without seeking personal benefit.

CHAPTER IV

TEACHING, LEARNING AND ASSESSMENT

25. Teaching, learning and assessment shall be based on the formulated aims and learning outcomes of the study programme and shall be in line with the changing context of public administration scientific research and practice. The study process shall combine the national, global and local perspectives of public governance.

26. The study process shall use the latest results of scientific research in the area of public governance and analyse the developments of public governance practice.

27. The choice of study (teaching and learning) methods shall ensure the achievement of learning outcomes. Study (teaching and learning) methods shall cover a wide range of methods and their flexible application, combining traditional (lecture, seminar, essay, oral presentation, independent work, etc.) and modern as well as specific Public Administration study field methods (guest lecture, teamwork, case study, problem-based learning, role-play and simulation, field visit, etc.).

28. The requirements for students' independent papers shall be formulated with regard to the differences of the learning outcomes of study cycles.

29. Second cycle study methods shall be focused on critical, creative and systematic application of knowledge of public governance, development and reinforcement of autonomous research skills,

the abilities of project activity organisation and implementation as well as development of analysis-based and feasible public policy recommendations.

30. A (Bachelor's and Master's) final thesis (project) shall ensure the development of consistent basic research skills.

31. The applicable assessment system shall enable monitoring of dynamics of the result to be achieved, identifying changes, diagnosing deviations in a timely manner, maintaining feedback and creating preconditions for correction. The assessment system and strategy shall ensure student orientation towards the necessary balance of knowledge and abilities. The assessment system shall cover various assessment methods which ensure assessment objectivity, clarity and validity. When establishing the assessment procedure, a higher education institution shall entitle the teacher to choose the most suitable assessment methods.

CHAPTER V

REQUIREMENTS FOR THE DEVELOPMENT AND IMPLEMENTATION OF STUDY PROGRAMMES

32. The requirements for teachers of first and second cycle study programmes of Public Administration shall be the following:

32.1. At least half of teachers of first cycle study programmes of the study field of Public Administration shall hold a Doctor of Science degree, whereas other teachers shall hold a Master's degree or an equivalent higher education qualification. The field of teachers' scientific activities and/or practical experience shall comply with their taught subjects;

32.2. At least 80 per cent of teachers of second cycle study programmes of the study field of Public Administration shall hold a Doctor of Science degree;

32.3. 20 per cent of the volume of subjects of the study field of Public Administration shall be taught by teachers holding professor's position, whose field of scientific activities complies with the subjects they teach. Teachers of second cycle study programmes of the study field of Public Administration shall be active scientists/experts.

33. The final thesis (project) of first and second cycle studies of Public Administration shall be evaluated by a commission. The Final Thesis (Project) and Defence Evaluation Commission shall consist of competent professionals of public governance, professional practitioners and representatives of social partners. At least one member of the Commission shall be from a higher education institution other than that in which studies are organised.

APPROVED BY

Order No V-829 of the Minister of
Education and Science of the
Republic of Lithuania of 23 July 2015

34. The facilities and learning resources of a higher education institution shall be adequate for the achievement of the learning outcomes of study programmes of the study field of Public Administration.

35. The requirements for professional practical training of study programmes of the study field of Public Administration shall be the following:

35.1. Higher education institutions shall establish and approve practical training procedures and provisions, formulate aims and objectives, and coordinate them with the host organisation;

35.2. The implementers of first cycle study programmes of the study field of Public Administration are recommended to organise practical training in the last semester of studies and combine it with the preparation of the Bachelor's final thesis;

35.3. Students of study programmes of the study field of Public Administration may choose a practical training location on their own, having coordinated it with a person responsible for the organisation of practical training in a university;

35.4. Students of study programmes of the study field of Public Administration who wish to do practical training in private companies shall be given a special task meeting the requirements for the studies of Public Administration;

35.5. Upon completion of professional practical training and preparation of a practical training report, the structural unit of a university responsible for the study programme of the study field of Public Administration is recommended to organise a discussion of practical training, with possible participation of representatives of social partners who acted as practical training supervisors;

35.6. Professional/scientific practical training may also be involved in second cycle study programmes of the study field of Public Administration.

36. Academic support for students:

36.1. Seeking to ensure achievement of the learning outcomes of study programmes of the study field of Public Administration, the administration of a higher education institution shall ensure favourable academic conditions to students and regular consultation of students;

36.2. Teachers of study programmes of the study field of Public Administration shall encourage, motivate and obligate students to become involved in the scientific activities of the faculty and department;

36.3. Higher education institutions shall create conditions for students with special needs to study.

CHAPTER VI

DESCRIPTOR OF LEVELS OF ACHIEVED LEARNING OUTCOMES

37. The levels of first cycle learning outcomes shall be the following:

37.1. Threshold achievement level:

37.1.1. Understanding of the key concepts of public governance studies;

37.1.2. Ability to logically refer to public governance theories;

37.1.3. Understanding of the planning, coordination and control of organisational processes;

37.1.4. Ability to allocate available resources (budget) with the help of others;

37.1.5. Ability to provide key information on the basis of available documents;

37.1.6. Basic ability to gather and research data with the help of technical aids and prepare a presentation.

37.2. Typical achievement level:

37.2.1. Understanding of and ability to describe the key concepts, theories and paradigms of public governance;

37.2.2. Knowledge of the basics of public governance organisations, understanding of the context of social and political public governance;

37.2.3. Ability to autonomously identify and evaluate the resources of public governance organisations, knowledge of management and operational risk assessment measures and ability to apply them; ability to apply quantitative and qualitative research methods;

37.2.4. Adherence to the principles of ethics when conducting research, ability to construct communication means and channels and apply them in practice;

37.2.5. Ability to recognise and assume responsibility for their decisions and actions;

37.2.6. Ability to work in a team, productively involve citizens; ability to apply knowledge of information and communication technologies in practical situations.

37.3. Excellent achievement level:

APPROVED BY

Order No V-829 of the Minister of
Education and Science of the
Republic of Lithuania of 23 July 2015

37.3.1. Excellent knowledge of the key concepts of public governance and the interrelationship of its elements;

37.3.2. Ability to use new knowledge that has not been acquired during studies when addressing public governance issues;

37.3.3. Ability to autonomously apply quantitative and qualitative empirical research methods;

37.3.4. Ability to neatly and briefly describe, explain and re-construct the functioning of public governance organisations as well as management processes;

37.3.5. Ability to plan, coordinate and control organisational processes on the basis of evidence;

37.3.6. Ability to evaluate the resources of public governance organisations with certainty, negotiate over their proper allocation in the activities of public organisations;

37.3.7. Ability to recognise and assume responsibility for their decisions and actions, and follow the principles of ethics with responsibility;

37.3.8. Competent maintenance of contacts and flexible cooperation with citizens;

37.3.9. Ability to autonomously prepare a research project.

38. The levels of second cycle learning outcomes shall be the following:

38.1. Threshold achievement level:

38.1.1. Knowledge of public governance elements and the social, economic and political context of public governance;

38.1.2. Ability to select public administration regulation instruments;

38.1.3. Ability to select and apply research methods with the help of others;

38.1.4. Ability to demonstrate descriptive, analytical and evaluation skills; ability to identify links between public policy programmes, strategies and implementation plans, prepare a report or a document in writing and orally;

38.1.5. Ability to behave in an honest and impartial manner.

38.2. Typical achievement level:

38.2.1. Ability to apply public administration regulation instruments;

38.2.2. Ability to gather data, summarise, autonomously analyse, make public governance decisions based on evidence;

APPROVED BY

Order No V-829 of the Minister of
Education and Science of the
Republic of Lithuania of 23 July 2015

38.2.3. Ability to identify links between public policy programmes, strategies and implementation plans;

38.2.4. Ability to autonomously analyse, evaluate and explain practical cases of public governance problems;

38.2.5. Ability to autonomously make result-oriented decisions and allocate budget appropriations according to priorities.

38.3. Excellent achievement level:

38.3.1. Ability to understand, apply and critically evaluate public administration regulation instruments, public governance theories, public policy analysis methods, envisage new theoretical and practical opportunities for the development of public governance;

38.3.2. Ability to creatively discuss, develop further cognition and provide reasoned substantiation of the selection of public policy implementation measures, autonomously establish links between programmes, strategies and implementation plans, evaluate and interpret the public governance context;

38.3.3. Ability to efficiently ensure the opportunities of involving experts and non-governmental organisations in public governance;

38.3.4. Ability to autonomously, rationally and correctly conduct scientific research on the basis of modern methodology.

—