



**UNIVERSITÀ  
DEL SALENTO**

**FACOLTÀ DI GIURISPRUDENZA**

**Dipartimento di Studi Giuridici**

**Master universitario dell'Università del Salento di secondo livello di  
durata BIENNALE**

(ai sensi dell'art. 3, comma 9 e dell'art. 7, comma 4 del D.M. n. 270/2004 e del regolamento di ateneo emanato con D.R. n. 2395 del 31.10.2005 e modificato con D.R. n. 2802 del 15.12.2006 e del regolamento per l'attivazione e l'organizzazione dei Master Universitari e dei Corsi di Perfezionamento emanato con D.R. n. 409 del 07/04/2011).

ERASMUS MULTILATERAL PROJECTS

**MPEAP – MASTER PROFESSIONNEL EUROPEEN  
D'ADMINISTRATION PUBLIQUE**

*Master professionale europeo di Amministrazione Pubblica*

Project no.:510222-LLP-1-2010-1-RO-ERASMUS-ECDSP

Anni accademici 2011-2012/2012-2013

## PREMESSO che:

- A. con decreto rettorale n° 1749 del 3 dicembre 2010, è stato approvato l'Accordo di collaborazione e di partenariato tra l'Università "Petru Maior" di Tirgu Mureş (Romania) e l'Università del Salento finalizzato alla realizzazione del Progetto Erasmus di istituzione del **"Master professionale europeo di Amministrazione Pubblica"** ("MPEAP — Master Professionnel Europeen d'Administration Publique").
- B. l'atto è stato consegnato al Rettore dell'Università Petru Maior, Romania, nel meeting svoltosi a Versailles dal 5 al 10 dicembre 2010 che, in qualità di capofila del Project no.:510222-LLP-1-2010-1-RO-ERASMUS-ECDSP, è autorizzato alla raccolta delle firme di tutti i partner firmatari del Progetto.
- C. a seguito della firma dell'atto ha avuto inizio la realizzazione, anche per l'aspetto economico del Progetto del MPEAP.
- D. gli atti amministrativi in essere che compongono il corpus del Project no.:510222-LLP-1-2010-1-RO-ERASMUS-ECDSP sono i seguenti:
- la nota e-mail del 3 novembre 2010 con cui la Segreteria Master Gestione delle Risorse Ambientali del Dipartimento di Studi Giuridici ha trasmesso, per conto del Prof. Luigi Melica, per i necessari adempimenti di approvazione, un Accordo di collaborazione e di partenariato tra l'Università "Petru Maior" di Tirgu Mureş (Romania) e l'Università del Salento unitamente ai relativi allegati redatti in lingua francese;
  - la bozza del suddetto Accordo che è finalizzato all'attuazione del Progetto di istituzione del "Master professionale europeo di Amministrazione Pubblica" avente quale obiettivo la creatività e l'innovazione nel campo dell'istruzione superiore in Europa per la creazione di un percorso innovativo di formazione professionale e cioè l'individuazione dei curricula e delle modalità di svolgimento di un Master europeo svolto tra diversi partner il cui diploma certifichi la formazione del funzionario pubblico impiegato nell'amministrazione europea;
  - la nota prot. n. 2216 del 2 dicembre 2010 con cui il Direttore del Dipartimento di Studi Giuridici, Prof.ssa Francesca Lamberti, ha trasmesso l'estratto del verbale n° 7 della seduta del Consiglio di Dipartimento del 27 settembre 2010 nel corso della quale è stato espresso parere favorevole all'anzidetto Progetto finanziabile con fondi europei tramite partecipazione al bando europeo Erasmus rientrante nell'Azione Progetti multilaterali del "Programma per l'educazione e la formazione per tutta la vita Erasmus", nonché alla stipula di eventuali accordi di partenariato con i partner del progetto;
  - il suddetto Progetto Erasmus MPEAP "Master Professionnel Europeen d'Administration Publique" allegato alla delibera n° 49 del 27/09/2010 del Consiglio del Dipartimento di Studi Giuridici, i cui partners sono l'Università "Petru Maior" di Tirgu Mureş (Romania), l'Università di Versailles-Saint-Quentin en Yvelines (Francia), l'Università di Miskolk (Ungheria) e Università del Salento, avente ad oggetto la proposta di istituzione di un Master, della durata di 24 mesi e costituito da 120 ECFS crediti, finalizzato a far acquisire agli studenti le conoscenze, i concetti e il know-how necessari per il funzionario europeo a livello locale, regionale o nazionale al costo complessivo di 358.999,00 di cui C 267.454,00, pari al 74,50%, finanziati dalla Commissione Europea;
  - la nota e-mail del 2/12/2010 della Segreteria della Facoltà di Giurisprudenza con cui si comunica che il Consiglio di Facoltà di Giurisprudenza nella seduta del 11/12/2010 ha espresso parere favorevole alla istituzione del "Master professionale europeo di Amministrazione Pubblica" con la partecipazione delle quattro Università sopra citate;

- la quota di costo del progetto a carico dell'Università del Salento è pari ad € 77.783,00 di cui € 57.948,00, pari al 75%, saranno finanziati dalla Comunità Europea ed € 19.835,00, pari al 25%, dal Dipartimento di Studi Giuridici;
- con la suddetta nota prot. n° 2216 del 2/12/2010 del Direttore del Dipartimento di Studi Giuridici si indica, quale responsabile scientifico del Progetto, il Prof. Luigi Melica e, quale responsabile amministrativo dello stesso, per l'Università del Salento, la Sig.ra Rita Malorgio e si precisa che la sottoscrizione dell'Accordo con le Università Partner è senza oneri per l'Amministrazione Centrale, essendo la realizzazione del Progetto MPEAP cofinanziata dalla CEE e dall'anzidetto Dipartimento;
- che le procedure per l'attuazione del sopra citato Progetto prevedono che:
  1. i Partners dovranno attendere ai seguenti compiti: PMU Romania: coordinare il Progetto ed individuare i bisogni formativi; UVSQ Francia: mettere a disposizione le proprie esperienze in materiali di e-learning e di didattica alternativa; ME Ungheria: mettere a disposizione le conoscenze per la creazione di un diploma di Master in ambiente multiculturale; UNISAL Lecce: mettere a disposizione le conoscenze per la creazione di un diploma di Master in ambiente multiculturale;
  2. l'entità delle risorse assegnate dalla CEE sono quantificate in € 267.454,00 di cui € 57.948,00 destinate all'Università del Salento;
  3. i tempi per l'erogazione a quest'ultima del contributo comunitario, mediante accreditamento sul suo conto corrente bancario, a partire dalla data di sottoscrizione dell'Accordo di partenariato in Oggetto indicato sono i seguenti:
    - un primo versamento di € 40.563,60, pari al 70% di € 57,948,00, sarà effettuato entro 10 giorni;
    - il pagamento del saldo avverrà dietro richiesta di questa Università accompagnata dai rapporti finali di esecuzione tecnica e finanziaria richiamati nel progetto;
- il paragrafo "Il ruolo di Unisalento" dell'anzidetto Progetto MPEAP che, nel definire i compiti dell'Università del Salento, stabilisce che essa dovrà:
  1. partecipare a tutte le azioni e sarà coinvolta in tutte le attività che riguardano la valutazione delle conoscenze professionali e delle prove;
  2. coordinare le attività del II anno del Master;
  3. organizzare due giornate seminariali di Long Life Learning in cui due discipline del Master saranno testate da un gruppo di 25 funzionari pubblici in attività;
  4. promuovere progetto in Italia;
  5. produrre materiale di promozione e stampa articoli che contengono i risultati del Progetto;
  6. organizzare un incontro, di lavoro durante il quale -saranno analizzati i risultati del primo anno di cui sarà prodotto un report intermedio;
- il paragrafo "Descrizione del progetto" del Progetto di che trattasi che prevede che i Corsi che saranno attivati nel Master (10 al primo anno e 6 al secondo anno più uno stage) saranno presentati in cinque lingue (rumeno, inglese, ungherese, italiano, francese) e saranno disponibili in e-learning (versione cartacea e versione video-digitale) e che la realizzazione del Master sarà conclusa con l'attuazione di uno stage di 3 mesi in uno dei paesi dell'Unione europea;
- l'Accordo tra i Partner entrerà in vigore all'atto della sua sottoscrizione ed avrà un effetto retroattivo a partire dall'1/10/2010 esaurendo i suoi effetti alla data del 30/09/2012 e che non è consentito il rinnovo tacito della Convenzione;
- la realizzazione del progetto non comporta oneri finanziari per l'Amministrazione Centrale e che tutte le spese previste per l'Università del Salento, pari a complessivi 77.783,00, saranno effettuate dal Dipartimento di Studi Giuridici nel limite della quota di cofinanziamento a suo carico, pari ad € 19.835,00, e della quota di finanziamento europeo

assegnata a questo Ateneo, pari ad € 57.948,00 indicate nel Quadro Economico allegato alla Convenzione;

- l'Accordo di collaborazione e di partenariato è in linea con le finalità istituzionali e di ricerca di questa Università, data la notevole valenza scientifica del Progetto MPEAP mirante alla realizzazione di azioni di formazione avanzata nel campo dell'Amministrazione Pubblica in prospettiva europea;
- l'interesse di questo Ateneo all'approvazione della predetta bozza di Convenzione finalizzata all'elaborazione di una metodologia comune per il rilascio di un diploma di Master europeo e l'estrema urgenza di procedervi giacché il prossimo 6 dicembre c.a. si terrà un incontro a Versailles tra tutti, i Partners per determinare il modello della didattica a distanza (e-learning) da adottare e per l'individuazione dei supporti a sostegno delle attività didattiche del Master;

**E Sulla base di queste premesse il Rettore ha emesso il decreto rettorale n° 1749 del 3 dicembre 2010 con cui stabilisce di:**

- 1) Approvare la bozza di Accordo di collaborazione e partenariato -tra l'Università "Petru Maior" di Tirgu Mureş (Romania) e l'Università del Salento — Dipartimento di Studi Giuridici, finalizzato all'attuazione del Progetto Erasmus dal titolo "MPEAP — Master Professionnel Europeen d'Administration Publique", con effetto dall'1/10/2010 al 30/09/2012, nonché il testo di tale Progetto.
- 2) Designare il Prof. Luigi Melica Responsabile scientifico del Progetto e delle conseguenti attività con l'onere di relazionare annualmente sull'espletamento delle stesse e delegarlo, in tale qualità, alla sottoscrizione del predetto Accordo e dei relativi allegati, fermo restando che gli stessi dovranno essere firmati anche dal rappresentante legale di questa Università;
- 3) Designare la Sig.ra Rita Malorgio Responsabile amministrativo del Progetto per l'Università del Salento;
- 4) Ritenere il Dipartimento di Studi Giuridici direttamente responsabile delle spese ordinate e/o comunque effettuate e, in particolare, di quelle in esubero sulla quota di finanziamento europeo assegnata a questa Università pari ad € 57,948-00, e far gravare sui fondi dello stesso Dipartimento la quota di cofinanziamento a carico di questa Università, pari ad € 19.835,00;

**Premesso, altresì, che** le Università partner hanno sottoscritto accordi durante i Meeting tenutisi, rispettivamente presso:

- L'università Petru Maior di Targu Mureş - Romania, nei giorni 25-30 ottobre 2010;
- L'università di Versailles Saint Quentin in Yvelines - UVSQ -Francia, nei giorni 5-10 dicembre 2010;
- L'università di Miskolk - ME - Ungheria, nei giorni 15-19 marzo 2011,
- Che il Master, scaturito da un Progetto sperimentale approvato dall'UE che lo finanzia e dalle Università partner, deve essere considerato come sperimentale con una funzione di modello europeo pilota in costruzione e per tale motivo approvato in deroga alle vigenti norme regolamentari d'Ateneo

per la realizzazione del MPEAP – *Master professionnel europeen d'administration publique* (Master professionale europeo di Amministrazione Pubblica") - Project no.:510222-LLP-1-2010-1-RO-ERASMUS-ECDSP, si adotta il seguente regolamento.

## Articolo 1

Il Master universitario di durata biennale di II Livello MPEAP – **Master professionnel europeen d'administration publique**, Project no.:510222-LLP-1-2010-1-RO-ERASMUS-ECDSP, è attivato presso la Facoltà di Giurisprudenza dell'Università degli Studi del Salento, su proposta del Dipartimento di Studi Giuridici. Per completare il processo di Bologna, resta da definire l'elenco delle professioni e delle specializzazioni e il loro contenuto per ogni livello di formazione. Nella categoria dei funzionari pubblici si registra che più del 60% delle persone in attività da più di dieci o quindici anni non hanno le conoscenze e le competenze necessarie per affrontare le questioni europee e ad attuare politiche e i regolamenti comunitari.

Il Master proposto è composto da un programma di due anni, costituito da 120 ECFS crediti. Gli studenti potranno acquisire le conoscenze, i concetti e know-how necessari per il funzionario europeo.

Gli obiettivi del progetto sono la creatività e l'innovazione nel campo dell'istruzione superiore in Europa, per la creazione di un percorso innovativo di formazione professionale. Conformemente al processo di Bologna, il Master proposto si compone di un percorso europeo di due anni:

- i Corsi che saranno attivati nel Master (10 al primo anno di Master, 6 al secondo anno più uno stage), saranno presentati in cinque lingue (rumeno, inglese, ungherese, italiano, francese) e saranno disponibili in e-learning (versione cartacea e versione video digitale);
- la realizzazione del Master sarà conclusa con l'attuazione di uno stage di 3 mesi in uno dei paesi dell'Unione europea.
- il Consorzio delle Università costituirà un catalogo di corsi universitari in collaborazione con enti e istituzioni di ogni paese con l'Accordo di Exchange.
- Il rapporto di stage sarà espresso in due lingue (lingua madre + inglese o francese).

Il risultato atteso è l'elaborazione di una metodologia comune per il rilascio di un diploma europeo. La realizzazione di questo obiettivo è concepito come un contributo all'accelerazione dell'integrazione europea determinato dalla convergenza dei sistemi universitari e dalla rapida diffusione di contenuti di formazione da utilizzare con l'e-learning.

## Articolo 2

Il Master universitario MPEAP – **Master professionnel europeen d'administration publique** si svolge presso La Facoltà di Giurisprudenza dell'Università degli Studi del Salento, con sede in Lecce, via per Monteroni, Loc. Li Tufi, e si realizza con l'ausilio tecnico-amministrativo e con il supporto culturale-scientifico delle risorse umane operanti presso il Dipartimento di Studi Giuridici.

La direzione della segreteria didattica-organizzativa del Master avranno sede presso il Dipartimento di Studi Giuridici dell'Università del Salento.

IL MPEAP è un progetto sperimentale che intende perseguire l'obiettivo di individuare i curricula dei Corsi didattici che compongono il Master e le modalità di svolgimento di un Master svolto tra diversi partner per la creazione di un diploma di Master europeo che certifichi la formazione del funzionario pubblico impiegato nell'amministrazione europea.

I partner del progetto MPEAP e i compiti loro assegnati sono:

1. Università di Petru Maior - PMU Romania- coordina il Progetto e individua i bisogni formativi

2. Università di Versailles Saint Quentin in Yvelines - UVSQ -Francia - mette a disposizione le proprie esperienze in materia di e-learning e di didattica alternativa
3. ME - Ungheria - mette a disposizione le conoscenze per la creazione di un diploma di Master in ambiente multiculturale
4. Università del Salento - UNISAL - Italia - - mette a disposizione le conoscenze per la creazione di un diploma di Master in ambiente multiculturale.

La collaborazione con le suddette università è prevista da convenzioni già in atto di cui in premessa.

Nel progetto, l'Università del Salento svolge il seguente ruolo:

1. partecipa a tutte le azioni ed è coinvolta in tutte le attività che riguardano la valutazione delle conoscenze professionali e la valutazione delle prove;
2. coordina le attività del II anno del Master;
3. organizza due giornate seminariali di Long Life Learning in cui due discipline del Master saranno testate da un gruppo di 25 funzionari pubblici in attività;
4. promuove il progetto in Italia;
5. produce materiale di promozione e stampa articoli che contengono i risultati del progetto;
6. organizza un incontro di lavoro durante il quale saranno analizzati i risultati del primo anno di cui sarà prodotto un report intermedio;

Il Capofila e i Partner s'impegnano a realizzare il programma dei lavori nel quadro degli accordi identificati dal numero di riferimento de l'Accord Financier: 510222-LLP-1-2010-1-RO-ERASMUS-ECDSP, stipulato tra il Contractant (Romania) e la Commission Européenne, relativamente al progetto ERASMUS dal titolo: MPEAP - MASTER PROFESSIONNEL EUROPEEN D'ADMINISTRATION PUBLIQUE

Il Master sarà gestito dal suddetto Dipartimento di Studi Giuridici secondo il piano economico allegato.

La gestione amministrativa del Master ricade sotto la responsabilità del medesimo Dipartimento.

Il Master si svolgerà nell'ambito del partenariato con le università indicate, con le modalità concordate e sottoscritte da tutti i partner e nel rispetto delle indicazioni e dei requisiti contenuti nel Project no.:510222-LLP-1-2010-1-RO-ERASMUS-ECDSP.

### Articolo 3

Sono organi del Master:

1. il Consiglio del Master.
2. il Direttore del Master

### Articolo 4

La direzione del Master è affidata dal Consiglio di Facoltà al prof. Luigi Melica (professore di I fascia, IUS/21, di questo Ateneo) che è anche il coordinatore scientifico del Progetto per l'Università del Salento

Il Direttore ha la responsabilità didattica del Master universitario, sovrintende al suo funzionamento, coordina le attività e cura i rapporti esterni. Al termine del Master universitario riferisce al Consiglio sulle iniziative adottate,

Il Direttore del Master non può essere contemporaneamente direttore di altro Master.

Il Direttore resta in carica quattro anni ed è rinnovabile una sola volta;

Assume le decisioni urgenti, riferendo al Consiglio del Master nella prima seduta utile.

Alla fine della attività del Master, il Direttore presenta al Consiglio di Facoltà una relazione sul lavoro svolto e sui risultati conseguiti, ai fini della valutazione del Master universitario e della eventuale riattivazione dello stesso.

Il Direttore del Master cura i rapporti istituzionali con i partner.

## Articolo 5

Il Consiglio del Master è costituito dai docenti di ruolo dell'Ateneo responsabili dei corsi impartiti nel Master, a ciò designati dal Consiglio di Facoltà. Alle sedute del Consiglio partecipano, senza che la loro presenza concorra alla formazione del numero legale e senza diritto di voto, i docenti esterni.

Il Consiglio è costituito almeno dai seguenti docenti:

1. Prof. Luigi Melica;
2. Prof.ssa Susanna Cafaro;
3. Prof. Giovanni Poggeschi;
4. Prof. Marco Mancarella;
5. Prof. Giovanni Pellerino.

Il Consiglio del Master si occupa della stipulazione di convenzioni con soggetti pubblici e privati al fine di acquisire collaborazioni utili alla migliore organizzazione dei fini formativi che il corso si propone, come ad esempio stages e borse di studio, erogazione di finanziamenti e di servizi reali per lo svolgimento del Master. Gli atti convenzionali da stipularsi per le finalità suindicate saranno sottoposti a preventiva approvazione da parte degli Organi Collegiali dell'Ateneo, ove richiesto.

Il Consiglio del Master ha compiti di indirizzo programmatico, sovrintende al coordinamento delle attività didattiche e determina i criteri d'accesso individuando, a tal fine, il possesso di idonei requisiti curricolari. Inoltre, quantifica, nei limiti delle risorse finanziarie disponibili, il compenso per i docenti interni ed esterni, nonché le spese per seminari, conferenze e convegni ed ogni altro costo di gestione, predisponendo preventivamente un piano di spese.

Il Consiglio del Master può riconoscere come crediti formativi universitari conoscenze e abilità professionali, purché non già utilizzate ai fini del conseguimento del titolo che dà accesso al Master, fino ad 1/3 dei crediti totali, comunque nel rispetto delle norme vigenti.

Il Consiglio del Master può individuare, su proposta del Direttore del Master, uno o più tutor, tecnici e ricercatori con competenze specifiche in relazione ai contenuti ed alle finalità del corso, per svolgere attività di supporto organizzativo, sostegno alla didattica attiva, collegamento tra docenti e coordinamento delle attività di tirocinio. Il master si avvale almeno delle figure professionali individuate dal progetto approvato dall'EU e delle relative voci di budget.

## Articolo 6

Per la gestione dei servizi di segreteria del Master il Direttore del Dipartimento si riserva di indicare al Direttore Amministrativo una unità del personale tecnico-amministrativo, in servizio presso il Dipartimento di Studi Giuridici in possesso delle necessarie competenze professionali, da impegnare per un numero massimo di 150 ore annue, il cui compenso verrà definito in sede di contrattazione integrativa ed il cui costo graverà sul piano di spesa del Master.

## Articolo 7

La durata del master è biennale per un impegno complessivo di 3000 ore, per complessivi 120 CFU, di cui 240 ore di didattica e 240 ore di esercitazioni in modalità e-learning; le rimanenti destinate a stage formativo, ad attività applicativa di progettazione, a partecipazione a convegni e seminari, a studio individuale e di gruppo, verificato mediante lo svolgimento di prove intermedie di valutazione del profitto, e all'esame finale, sulla scorta delle norme previste dal Regolamento Didattico di Ateneo vigente e dagli accordi con i partner.

Le lezioni sono organizzate in moduli affidati a docenti e studiosi di comprovata esperienza del settore, secondo un calendario che verrà reso noto al momento dell'iscrizione. Sede delle lezioni è la Facoltà di Giurisprudenza dell'Università del Salento, via per Monteroni, Loc. Li Tufi.

I tutor didattici svolgono un monitoraggio in itinere per valutare il livello di gradimento dell'attività didattica da parte degli iscritti.

Lo stage formativo, svolto anche utilizzando borse previste da Erasmus Placement, della durata di 375 ore si svolge presso le strutture residenziali di enti e aziende collocati nel territorio nazionale o comunitario, in base alle convenzioni che saranno stipulate ed operanti in tutti gli ambiti di azione previste dalle tematiche del Master. L'individuazione delle strutture è assicurata dal Master.

Ciascun partecipante al Master può scegliere presso quale ente svolgere la sua attività di stage, a seconda delle proprie aspirazioni ed attitudini e delle possibilità di collocazione concretamente realizzabili. Nell'attività di tirocinio l'iscritto è affiancato da un tutor di tirocinio, che ne cura l'inserimento e l'esperienza formativa all'interno dell'ente. I tutors di tirocinio effettuano un'attività di monitoraggio del gradimento degli iscritti rispetto allo stage e degli enti con riferimento ai progetti sul campo ed ai risultati del tirocinio.

L'attività applicativa consiste nello svolgimento, personale o di gruppo, di un progetto di sviluppo, secondo lo schema indicato durante le lezioni frontali a ciò dedicate, relativo all'ambito nel quale il partecipante al Master ha svolto la sua attività di stage formativo. Anche nella redazione del progetto l'iscritto è guidato e supportato dal tutor di tirocinio. L'attuazione di questa prova di verifica evidenzia il carattere operativo del Master, che si propone di trasmettere agli iscritti non soltanto conoscenze teoriche, ma itinerari operativi che ne sviluppino l'autonomia gestionale e le capacità progettuali necessarie per rivestire incarichi di tipo manageriale. L'intera attività applicativa sarà soggetta a verifica o valutazione ai fini dell'attribuzione dei relativi CFU.

L'esame finale consiste nella presentazione di una relazione scritta sull'attività di stage formativo svolto durante l'anno ed in una discussione orale di una tesina finalizzata all'accertamento delle competenze acquisite. Le prove finali si concludono con una votazione o giudizio di merito che verrà riportata nel diploma finale. Il titolo verrà rilasciato dal Rettore, dal Direttore Amministrativo e dal Direttore del Master.

Gli altri titoli saranno rilasciati dai soggetti istituzionali e con le modalità previsti negli accordi tra i partner e dall'UE.

Il Master dà diritto all'acquisizione di 120 crediti formativi.

La tabella dei crediti formativi è articolata come di seguito indicato:

1. Attività didattica: 90 CFU per 240 ore di lezione e-learning (calcolate con valore almeno doppio rispetto a quelle occorrenti per le lezioni d'aula) e per 260 ore di esercitazioni on line tracciabili. L'impegno relativo ai crediti attribuiti alle lezioni e alle relative esercitazioni è compreso fra le 3 e le 6 ore (on line). I CFU attribuiti all'attività didattica sono comprensivi delle ore riservate agli esercizi, alle verifiche, ai test, alla produzione di papers e allo studio individuale. Per un totale di 2.250 ore di impegno individuale totale.



2. Stage formativo: 15 CFU: impegno dai tre ai sei mesi per un totale di 375 ore
3. Attività applicativa: 7 CFU per 175 ore di impegno individuale totale
4. Partecipazione convegni e seminari, giornate di studio: 1 CFU (pari a 25 ore di impegno individuale totale)
5. Esame finale: 7 CFU (pari a 175 ore di impegno individuale totale)

L'attività didattica si articola secondo i seguenti moduli:

1. allineamento delle conoscenze di base: i corsisti procedono all'approfondimento dei processi evolutivi, degli assetti normativi e delle problematiche inerenti alla gestione dell'ambiente;
2. apprendimento delle conoscenze caratterizzanti: i corsisti apprendono i metodi, gli strumenti e gli schemi fondamentali di organizzazione e gestione delle risorse ambientali, con particolare riferimento alla difesa del suolo e all'urbanistica, alla tutela del paesaggio e dei beni culturali, alla tutela delle acque, alla gestione dei rifiuti e dell'energia;
3. project work: l'iter formativo si conclude con la redazione di un progetto di lavoro, nel quale i corsisti traducono in pratica operativa le nozioni apprese durante l'attività d'aula e durante lo svolgimento dello stage.

Il Master propone un percorso formativo che consente al partecipante di maturare capacità tecnico-operative al fine di acquisire gli strumenti logici, giuridici ed operativi per svolgere funzioni attive nella risoluzione delle problematiche del pubblico impiego europeo.

Ogni lezione di ciascun insegnamento sarà sviluppata nel modo seguente:

- una dettagliata descrizione delle competenze e degli skills teorico /pratici che ciascun corsista acquisirà dalla lezione ivi comprese le modalità di verifica.
- I moduli di insegnamento saranno 16 e ciascuna Università partner sarà titolare di 4 moduli. Pertanto, tenuto conto che ciascun modulo/insegnamento avrà 20 lezioni saranno predisposte venti descrizioni così come riportato nel piano didattico.
- Le verifiche, a seconda del subject, potranno avere ad oggetto, indifferentemente, multiple choice, paper, ricerche/esercitazioni la cui validità è certificata dalle modalità di erogazione dei corsi e dalla modalità di verifica contenute nel disciplinare didattico dei moduli e nelle procedure tecniche previste dalla piattaforma e-learning adottata, cioè Adobe Connect.
- le modalità di accertamento del profitto debbono assicurare l'identificazione del candidato;
- la prova finale deve essere svolta con presenza fisica del candidato.

## Articolo 8

Il Corpo docente comprende docenti universitari di comprovata competenza ed esperienza professionale che sono individuati da ogni Università partner per ciascun modulo di propria competenza.

## Articolo 9

Il Master è rivolto a laureati in qualsiasi disciplina in possesso di laurea quadriennale o specialistica/magistrale.

Il Master è a numero chiuso. Il numero degli iscritti è fissato in 50 unità: 25 (venticinque) da iscrivere al primo anno più 25 (venticinque) che accedono direttamente al secondo anno, previa attribuzione di crediti e a seguito del superamento di un esame di ammissione volto ad accertare le conoscenze relative ai contenuti formativi dei moduli previsti al primo anno di Corso.

In caso di numero di domande eccedenti il numero massimo previsto, il Consiglio del Master nomina una Commissione selezionatrice dei candidati, che abbiano presentato domanda di partecipazione al Master. La Commissione, in particolare, sarà composta da un numero di componenti non inferiore a tre (n. 3), presieduta dal Direttore del Master.

La graduatoria degli ammessi, predisposta dalla Commissione selezionatrice, sarà inviata all'amministrazione centrale per la pubblicazione all'albo Ufficiale e per gli adempimenti conseguenti.

Per quel che concerne la valutazione della idoneità dei titoli conseguiti all'estero, il Consiglio di Facoltà di Giurisprudenza, su proposta del Consiglio dei Master, effettua la valutazione dei titoli conseguiti all'estero e della loro equipollenza, ai fini dell'ammissione.

La Commissione procederà alla valutazione delle domande pervenute ed alla formazione delle graduatorie sulla base dei seguenti criteri:

#### **Ammissione al primo anno:**

L'accesso è riservato a laureati in qualsiasi disciplina e a funzionari pubblici in possesso di laurea quadriennale o specialistica/magistrale:

- Voto di laurea: 1 punto per ogni voto superiore a 100/110 per un totale di 10 punti  
2 punti per la lode
- Altri corsi di perfezionamento o Master di durata annuale o superiore: fino a 4 punti
- Certificazione della conoscenza di almeno una lingua tra inglese e francese: 2 punti per ogni certificazione per un totale di 4 punti
- Altra laurea triennale: 3 punti
- Altra laurea quadriennale o specialistica: 5 punti
- Abilitazioni: fino a 3 punti
- Pubblicazioni: fino a 3 punti

A parità di punteggio sarà valutato il voto di laurea.

#### **Ammissione al secondo anno:**

L'accesso è riservato ai soli Funzionari pubblici con almeno 5 anni di anzianità di servizio e il possesso di un master di II livello in materie giuridiche e/o del management pubblico di durata annuale o superiore.

E' richiesta una buona conoscenza dell'inglese o del francese che, per l'ammissione al secondo anno deve essere certificata.

Per l'ammissione al secondo anno è prevista l'attribuzione di crediti in base alle norme vigenti e un esame di ammissione volto a verificare i requisiti e le competenze, anche linguistiche, necessarie per accedere ai moduli del secondo anno.

- Voto di laurea: 1 punto per ogni voto superiore a 105/110 per un totale di 5 punti  
2 punti per la lode
- Master in materie giuridiche e/o del management pubblico di durata annuale o superiore: 5 punti per ogni Master
- Certificazione della conoscenza di almeno una lingua tra inglese e francese: 2 punti per ogni certificazione per un totale di 4 punti
- Altra laurea triennale: 3 punti
- Altra laurea quadriennale o specialistica: 5 punti
- Abilitazioni: fino a 3 punti

- Pubblicazioni: fino a 3 punti
- Impiego nella PA: 2 punti ogni 5 anni di servizio

A parità di punteggio sarà valutato il voto di laurea.

Almeno il 10% dei posti, rapportato al numero massimo di partecipanti, è riservato gratuitamente al personale tecnico-amministrativo dell'Università del Salento in possesso dei requisiti richiesti per l'accesso e previsti dal presente Regolamento. Il personale di cui al presente comma consegue il solo titolo di Master Universitario rilasciato dall'Ateneo.

E' previsto l'esonero dalle tasse di iscrizione per coloro che, da idonea documentazione, risultino in situazione di handicap con riconosciuta percentuale di invalidità pari o superiore al 66%.

## Articolo 10

Gli ammessi al Master sono tenuti al versamento di un contributo di €. 1.200,00 da versarsi in un'unica rata all'atto della iscrizione. È comunque prevista la possibilità che enti pubblici e privati sostengano la partecipazione degli allievi o di un proprio dipendente attraverso il finanziamento di borse di studio.

La copertura finanziaria relativa alle spese di gestione del Master non graverà sui promotori, né sulla Facoltà di Giurisprudenza, né sull'Università del Salento; deriverà invece dai contributi derivanti dal finanziamento EU, dai contributi degli iscritti, ovvero di enti, aziende o organismi vari.

Al bilancio d'Ateneo è riservato il 24% della quota di iscrizione.

Il Dipartimento di Studi Giuridici garantisce il cofinanziamento del progetto. Gli eventuali avanzi di gestione verranno utilizzati per l'attività istituzionale del Master ed in particolare per incrementare le somme da impiegare per:

- a) attività di ricerca
- b) la retribuzione dell'attività di coordinamento
- c) la retribuzione docenze
- f) l'organizzazione di seminari e/o incontri di studio
- g) eventuali soggiorni formativi all'estero
- h) modernizzare le attrezzature informatiche del Dipartimento di Studi giuridici direttamente utilizzate per lo svolgimento delle attività istituzionali del Master.

## Articolo 11

Agli iscritti al Master è garantita la copertura assicurativa contro gli infortuni, mediante polizze attivate dall'Ateneo, anche per le attività di stage, il cui costo grava sul piano di gestione del Master.

## Articolo 12

La frequenza al Master è obbligatoria.

A conclusione del Master, agli iscritti che avranno frequentato il 80% delle lezioni e sostenuto con esito positivo le prove intermedie e la prova finale, sarà rilasciato:

1. Titolo di Master Universitario di II livello; tale titolo dà diritto al punteggio secondo la normativa vigente presso il Ministero della Pubblica Istruzione
2. Titolo di Master europeo a seguito dell'accreditamento internazionale attraverso la procedura di IDEL International Degrees Labels (Bruxelles) a cura dell'Università di Versailles;
3. Diploma Supplement, rilasciato dalle Università partner sulla base degli accordi sottoscritti e del modello europeo adottato e approvato da ciascun partner (Università del Salento; Verbale del Senato Accademico del 19/05/2009, deliberazione n. 108).

Al frequentante del Master non è consentita la contemporanea iscrizione ad un corso per Master universitario ed ai corsi di laurea, di laurea specialistica, di dottorato e di specializzazione, ai sensi dell'art. 142 del T.U. n. 1592/1933.

## Articolo 13

Le iscrizioni al primo anno del Master sono di 25 studenti (anche non dipendenti pubblici) in possesso di:

1. Laurea Magistrale, Laurea specialistica, Laurea vecchio ordinamento;
2. buona conoscenza della lingua inglese e/o francese, parlata e scritta,

Le iscrizioni al secondo anno del Master sono di ulteriori 25 studenti in possesso di:

1. rapporto di lavoro con PA in qualità di Funzionari;
2. Laurea Magistrale, Laurea specialistica, Laurea vecchio ordinamento;
3. Master universitario in materie giuridiche e/o management;
4. Buona conoscenza della lingua inglese e/o francese, parlata e scritta, certificata.

Il numero complessivo degli studenti del master è di 50 (25 primo anno + 25 secondo anno).

## Articolo 14

### Moduli didattici

I Moduli didattici sono stati approvati nel corso dei lavori del III Meeting tenutosi a Miskolc, Ungheria, dal 15 al 19 marzo 2011, dalle Delegazioni di tutte le Università partner coinvolte nel progetto ((“Petru Maior” University of Tîrgu-Mureş, Romania, University of Miskolc, Hungary, University of Salento, Italy and University of Versailles Saint Quentin en Yvelines, France).

Si riporta per intero il documento originale.

### **ERASMUS MULTILATERAL PROJECTS**

***MPEAP – MASTER PROFESSIONNEL EUROPEEN D’ADMINISTRATION PUBLIQUE***  
***Project no.:510222-LLP-1-2010-1-RO-ERASMUS-ECDSP***

**Le Master européen professionnel d’administration publique** vise à assurer une formation professionnelle de haut niveau à des étudiants et des cadres de la fonction publique désireux de se spécialiser dans une approche européenne des questions et des pratiques administratives, d’améliorer la connaissance réciproque des pratiques et d’acquérir les outils nécessaires à la conception et à et à la mise en œuvre de politiques publiques.

The European Master of Public Administration professional is to ensure a high level of professional training to students and executives in the public administration wishing to specialize in a European approach to issues and administrative practices, to improve mutual knowledge of practices and acquire the tools needed to design and to implementation of public policies.

Le project associe 4 universités

- “Petru Maior”, Tîrgu-Mureş ( Roumanie)
- Versailles Saint Quentin en Yvelines (France)
- Miskolc (Hongrie)
- Salento (Italie)

***Les cours sont organisés en 4 semestres. Le dernier semestre est consacré à un stage de 3 à 6 mois avec un rapport de stage ou un mémoire de fin d'études.***

## CURRICULUM OF MPEAP (120 ECTS)

### FIRST YEAR

#### First semester

- I.1 The History of the European Institutions and the European Integration - 6 ECTS  
Prof. Susanna Cafaro, Dr. Teresa Moschetta, Dr. Giuseppe Marasco, Università del Salento
- I.2 Constitutional Process and Human Rights Protection in EU - 6 ECTS  
Prof. Luigi Melica, Università del Salento
- I.3 EU Public Administration and Institutions and their Relationship with Member States - 6 ECTS,  
Prof. Dr., András Torma, University of Miskolc
- I.4 Regional Policies in EU – 6 ECTS  
Prof. Dr., András Torma, University of Miskolc
- I.5 E-Government - 6 ECTS  
Prof. Dr., Zsuzsanna Szabo, “Petru Maior” University of Tîrgu-Mureş

***Total : 30 ECTS***

#### Second semester

- II.1 EU Legal System and its Implementation in Member States - 6 ECTS  
Prof. Dr. Habil Iur., Judit Fazekas, University of Miskolc
- II.2 EU Integration of Territorial and Local Communities - 6 ECTS  
Prof. Giovanni Poggeschi, Dr. Entela Cukani, Università del Salento
- II.3 European Administrative Science and Law - 6 ECTS  
Prof. Dr. Lucian Chiriac, “Petru Maior” University of Tîrgu-Mureş
- II.4 Criminal liability of the public servant in the EU law - 6 ECTS  
Prof. Dr. Dragoş Chilea, “Petru Maior” University of Tîrgu-Mureş
- II.5 Law of Public Finances in the EU – the European tax law harmonization - 6 ECTS  
Prof. Dr. Éva Erdős, PhD., University of Miskolc

***Total 30 ECTS***

## **SECOND YEAR**

### **Semester 3**

- III.1 The Sociology of the European Administrative System - 5 ECTS  
Prof. Patrick Hassenteufel, UVSQ
- III.2 The European Public Functions - 5 ECTS  
MCF Béatrice Boissard, UVSQ
- III.3 Project Management in EU Administration - 5 ECTS  
Prof. Liviu Marian, Recteur Université Petru Maior,
- III.4 Political and Public Communication - 5 ECTS  
Prof. Yves Poirmeur, UVSQ
- III.5 European Public Policies - 5 ECTS  
MCF Didier Blanc, UVSQ
- III.6 E-Government Practice and Law - 5 ECTS  
Prof. Giovanni Pellerino, Prof. Marco Mancarella, Università del Salento, Italie

***Total : 30 ECTS***

### **Semester 4**

- 1. Practice Methodology  
MCF Stéphane Manson – Jean-Luc Penot, UVSQ
- 2. Thesis Drafting Methodology  
MCF Stéphane Manson – Jean-Luc Penot, UVSQ

***Total – 30 ECTS***

## Ist Year of Master

### Ist Semester

#### I.1 The History of the European Institutions and the European Integration - 6 ECTS

prof. SUSANNA CAFARO, dr. TERESA MOSCHETTA, dr. GIUSEPPE MARASCO,  
Università del Salento, Italy

<b>RESPONSABLE(S)</b> <b>Susanna Cafaro</b> Professor Università del Salento	<b>PUBLIC :</b> Students who have completed a Master 1 degree, Manager of public administration through validation of professional experience
<b>DUREE (DURATION)</b> 20 heures	<b>PRÉ-REQUIS : (PRE-REQUIRED)</b> None
Mots-clefs : Key-Words.  History of the European Union European Law European Integration	<b>OBJECTIFS : OBJECTIVES –KNOW-HOW</b>  The aim of the course is ensuring a complete understanding of the history of European Integration. The students will acquire the basic knowledge of the EU institutional system, its sources of law and basic principles. To these aims the course will introduce all the main treaties which established and revised the EU legal order until the Lisbon Treaty, actually in force.
	<b>PLAN :</b>  1. Origins of European cooperation  2. Evolution of European integration  3. Institutions and sources of Law in the EU legal order
	Contrôle des connaissances : examination <b>Questions à choix multiples. Multiple-choice questions.</b>
<b>LIEU DE FORMATION</b> (place) Università del Salento	

**Description :**



The course will answer a few basic questions: why and how the European Community has developed since its foundation? Which are its main accomplishments? Which is the meaning of the evolution of the community into the Union?

It will provide a complete overview of the European legal order: the institutional system, the sources of law, the general principles. All tools necessary to approach the following courses in the master curriculum.

### **1. First Modalities of cooperation in Europe after the II World War, until the Schuman Declaration;**

**Aims:** This first lesson aims at introducing the topic of European integration starting from its roots, focusing on the role played by the USA through the Marshall Plan in creating the European Payment Union, then Organization for Economic cooperation in Europe. At the same time, political movements grew in Europe, such as the European Movement and the European federalist movement promoted a more idealistic view of European Cooperation, which found a first realisation with the establishment of the Council of Europe.

**Sources:** historical sources such as documents and speeches.

**Examination:** test with multiple-choice questions.

### **2. The Roots of European Integration: Intergovernmental Model vs. Supranational Vision;**

**Aims:** The students will understand the different visions and philosophical and political approaches to European integration. All of them coexist in the building of the European institutional System, nourish the political debate concerning further reforms and evolutions, help to understand the conflicts.

**Sources:** documents, textbooks, sources of EU Law;

**Examination:** students will be asked to write a short paper.

### **3. The European Coal and Steel Community;**

**Aims:** Analysis of the Treaty establishing the first European Community, not in force anymore. The ECSC has been very important as a lab where the legal solutions characterizing the EU legal order have been developed and experimented.

**Sources:** ECSC Treaty, textbook

**Examination:** test with multiple-choice questions.

### **4. The European Economic Community: a System Built on Four Institutions;**

**Aims:** object of this lesson is the comprehension of the structure and functioning of the first EEC Treaty, and its further evolution after the Single European Act (1986). A system made up of checks and balances built on four institutions: the Council, the European Parliament, the Commission and the Court of Justice, A formula which has been revised and ameliorated but remains basically unchanged since then.

**Sources:** EEC Treaty.

**Examination:** test with multiple-choice questions.

### **5. From Six to Twelve and More;**

**Aims:** history of the evolution of membership in the EC and EU Treaty, from the six founding members to the current twenty-seven. Consequences on the European institutions and policies as on the citizens in the old and new member States.

**Sources:** textbook

**Examination:** test with multiple-choice questions.

### **6. The Turning Point: The Maastricht Treaty and the Birth of The Union;**

**Aims:** Understanding the historical and legal reasons behind the birth of the Union, the coexistence and the ambiguous relationship between the Union and the Community.

**Sources:** EU Treaty

**Examination:** test with multiple-choice questions

#### **7. The Lisbon Treaty: a Further Step or the Finishing Line?**

**Aims:** Offering an overview of the main accomplishments of the Treaty actually in force and, especially, of the significant institutional novelties

**Sources:** EU Treaty, Textbook, on-line sources

**Examination:** test with multiple-choice questions

#### **8. The Evolution of Competences in the EU Legal Order;**

**Aims:** From the Common Market as the core of EEC Treaty to the large number of current issues and fields of intervention. Students will see and understand the continuous increasing of EU competences, being able to know in which fields and to which extent EU crosses the life of EU citizens and the activities of its member States.

**Sources:** EU Treaty, Textbook

**Examination:** Research on EU Treaty

#### **9. The European Parliament;**

**Aims:** Getting to know the role of the European Parliament and its evolution in the EU institutional system. The elective chamber representing EU citizen has now a relevant role as legislator as well as in the EU political system of checks and balances. Students will know how EP members have become important persons for governments and lobbies to deal with.

**Sources:** EU Treaty, Textbook, on-line sources

**Examination:** students will be asked to write a short paper

#### **10. The Council of the Union;**

**Aims:** The chambers of Minister, once the main EU legislator is still at the core of EU institutional system. Its functioning will be explained as it is still the main channel for States and national administration to make their voice and interests to be heard at European level.

**Sources:** EU Treaty, Textbook

**Examination:** Research on on-line sources

#### **11. The European Council;**

**Aims:** The top political level inside the EU is the summit of Heads of States and Governments, it has gained momentum in the last years as the place for difficult political compromises and emergency resolutions. Students will learn how it produces political guidance and to read its conclusions to find out trends and inputs in EU politics.

**Sources:** EU Treaty, European Council Conclusions, Textbook

**Examination:** Written questions concerning European Council's activities

#### **12. The European Commission;**

**Aims:** The European Commission is well known as the EU administration: the body to deal with to interface with EU as a whole. Students will know better how it works and how it is organized, in order to get in touch to the right person and address correctly to the EU officials when necessary.

**Sources:** EU Treaty, Textbook

**Examination:** Written questions concerning European Commission's activities

#### **13. The European Court of Justice;**

**Aims:** The Supreme Court of the EU legal order has been a key actor in the evolution of the EU system and still plays a relevant role in order to guarantee the rule of law in it. Students will get to know the fundamental information concerning its nature and functioning.

**Sources:** EU Treaty, Textbook

**Examination:** Written questions concerning EU Court of Justice's activities

#### **14. The EU Legal Acts: Regulations, Directives, Decisions;**

**Aims:** Understanding the differences among EU legal acts, their effectiveness, the impact on national legal orders.

**Sources:** EU Treaty, Textbook, EU legal acts

**Examination:** Research on on-line sources

#### **15. General Principles of EU Law;**

**Aims:** Students will be aware of the general principles integrating the EU legal system, which may differ from the national ones. Such a consciousness is necessary for a correct interpretation and application of EU law.

**Sources:** Textbook, Case-Law

**Examination:** test with multiple-choice questions

#### **16. EU Law and National Law: a Complex Relationship;**

**Aims:** Students will be offered all the necessary instruments to solve conflicts of law between the supranational and the national legal order.

**Sources:** EU Treaty, Textbook

**Examination:** students will be asked to write a short paper

#### **17. The Judicial System of the Union;**

**Aims:** Understanding the ways and procedures to appeal to EU courts and how to find out relevant case law for a correct enforcement of EU law.

**Sources:** EU Treaty, Textbook

**Examination:** test with multiple-choice questions

#### **18. The EU Citizenship;**

**Aims:** The lesson will address two basic questions: Which duties and rights the EU citizenship has added to the position of EU nationals? which activities are required to national administrations to guarantee all of them?

**Sources:** EU Treaty, Textbook

**Examination:** test with multiple-choice questions

#### **19. The Evolution in the Field of Fundamental rights: from a Lack of Competence to the EU Charter of Fundamental Rights;**

**Aims:** Understanding the significant evolution from a basically economic organization focused on market to a supranational political union. The protection of fundamental rights is a basic test to verify such evolution.

**Sources:** EU Treaty, EU Charter of Fundamental Rights, Case-Law, Textbook

**Examination:** students will be asked to write a short paper

#### **20. A System in Continuous Evolution.**

**Aims:** Comprehension of the very dynamic nature of the EU legal system and the need for a continuous update, acquiring tools for self-updating.

**Sources:** on line sources

**Examination:** students will be asked to write a short paper

## I.2 Constitutional Process and Human Rights Protection in EU - 6 ECTS

Prof. LUIGI MELICA, Università del Salento, Italy

<b>RESPONSABLE(S)</b>  Luigi Melica Professor Università del Salento	<b>PUBLIC :</b>  Students who have completed a Master 1 degree, Manager of public administration through validation of professional experience
<b>DUREE (DURATION)</b> 20 heures	<b>PRE-REQUIRED</b>  none
Mots-clefs : Key-Words.  - EU ACQUIS - State's constitutional traditions - constitutional development	<b>OBJECTIVES –KNOW-HOW</b>  The idea of a EU binding constitutional system run into a series of limitations due to the influence of the State's constitutional traditions and because of their political sovereignty. However, the development of a constitutional system in the EU law is possible as long as it is viewed as a gradual process, generating own constitutional principles and regulations.
<b>PLACE</b>  Università del Salento	<b>PLAN :</b>  1. Failure of the approval of a Constitution in the EU ACQUIS 2. Political elements of weakness in the EU 3. Relations, in the EU ACQUIS, among the Charter of Nice, the European Convention of Human Rights, the States' Constitutional Traditions and the constitutional principles and rules enshrined in the Lisbon Treaty
Contrôle des connaissances : examination <b>Questions à choix multiples. Multiple-choice questions.</b>	
<b>Colloques</b> Multiple choice questions ( 2 hours)	

**Description**

**aims:** The lesson describes the EU constitutional development in the last decades, illustrating as the Treaty of Maastricht, of Amsterdam and finally the Lisbon Treaty have upgraded the role and the importance of the EU Institutions. The students' skill is enhanced by this lesson both from the historical point of view (i.e. the more recent history of the EU having regards to its Constitution) and by the theoretical as the debate of a "Constitution without a State" affects the EU academic commentators for years.

**sources:** textbook

**examination:** short paper.

### **1) The innovations of the Treaty of Lisbon**

**aims:** The lesson focuses on the first part of the Treaty of Lisbon and basically on the general principles of the EU ACQUIS, the European Convention of the human rights and to the Charter of Nice.

In detail, wide emphasis will be given to art. 6 of the Treaty, which, stating that the Union recognizes the rights, freedoms and principles set out in the Charter of Fundamental Rights of the European Union of 7 December 2000", (...), assigns them "*the same legal value of the Treaties*". Furthermore, it is stated that "*the Union shall accede to the European Convention for the Protection of Human Rights and Fundamental Freedoms*" (...) so that, its fundamental rights, as well as constitutional traditions common to the Member States, "*shall constitute general principles of the Union's law*". The relations among these constitutional values, principles and regulations, all together included in the Treaty, will be finally deeply described.

**sources:** textbook

**examination:** short paper

### **2) The values at the basis of the right of security and of liberty**

**aims:** The lesson describes the contents of the right of security and of liberty as expressly laid down in the Treaty, art. 6 of the Nice Chart and art. 5 of the ECHR (now incorporated in the Treaty). Both articles reflect the States members convergence on the "*habeas corpus*", representing the 1700/1800's conquests concerning the protection of the individuals against the arbitrary arrests and the illegal detentions committed by public powers. Finally, a new vision of both rights of liberty and security.

**sources:** textbook

**examination:** short paper

### **3) The rights of liberty and of security as applied "erga omnes"**

**aims:** this lesson, offers a picture of the main topics of the constitutional theory. A wide emphasis is given on the interpretation of the basic constitutional principles as they are implemented by the Statutes enacted by the Parliaments and vice versa (i.e. how the constitutional basic principles influence the interpretation of the implementing provisions contained in the Statute). The results of the given scheme are applied to the new vision of the rights of liberty and of security.

**sources:** textbook

**examination:** short paper

### **5/6) The EU "Statutes" implementing the rights of liberty and of security as defined by the constitutional theory: the EU migration's disciplines**

**aims:** This lesson focuses on the main EU directives enacted in the field of migration as they generally constitutes the result of a fair check and balance of the right of the security of the EU Community and of the migrants' right of liberty. It takes into account:

- the Directive on the admission of third-country researchers and students and to the policy to attract qualified migrants.
- The long-term residents' regulations.

- The Council Directive 2003/86/EC of 22 September 2003 on the right to family reunification.
- The EU anti discrimination Statutes.
- The international protection.

**sources:** textbook

**examination:** short paper

### **7) The EU principles and values disseminated in the Neighboring Countries**

**aims:** The object of this lesson concerns the *EU external policy* with the Neighboring Countries. It emphasizes as the EU interest to “export” and “disseminate” the EU “constitutional” values, requiring Third Countries to effectively comply with the EU standards. The lesson stresses as this activity is become an innovative component of the EU ACQUIS due to art. 8 and 21 of the Lisbon Treaty which has extended the EU activity from the Neighboring Countries to “worldwide” .

**sources:** textbook

**examination:** short paper

### **8) The dissemination of the EU constitutional principles and values “beyond” the Neighboring Countries**

**aims** This lesson delineates the priorities of the EU external activity which is focused whether by the dissemination of these values, whether by the implementation of proper agreements concluded with the developing Third countries and also directly, supporting the civil society and the humanitarian organizations operating there. In both cases, the EU has financed its activities by huge investments.

**sources:** textbook

**examination:** short paper

### **9) The binding value of the EU ACQUIS among Member States**

**aims:** This lesson emphasizes how the EU basic regulations affect the internal relations among the *Union* and the *States* as stated in articles 6 and 7 of the Amsterdam Treaty of 1996. These provisions show as the respect of these values represents a vital interest for the Union.

**sources:** textbook

**examination:** short paper

### **10) The constitutional technical assistance as an instrument to develop and disseminate the EU values worldwide**

**aims.** Scope of this lesson is to investigate on the juridical sources and on the development of the constitutional *technical* assistance performed in Neighboring Countries and worldwide, so as to evaluate how these values and principles are accepted in their legal systems.

**sources:** textbook

**examination:** short paper

### **11) Recent developments of the EU constitutional technical assistance.**

**aims.** This lesson illustrates the Resolution of the Council and of the Member States meeting in the council on human rights, democracy and development and, subsequently, the Council Regulation (EC) No 975/1999 of 29 April 1999 and the Council Regulation (EC) No 976/1999 of 29 April 1999 and the promotion of democracy and human rights worldwide. All these acts clearly *mark* out the relation between the “*equitable development* ” of the Neighboring Third Countries and the implementation of the EU constitutional ACQUIS in their legal systems.

**sources:** textbook

**examination:** short paper

### **12) The constitutional principles disseminated worldwide**

**aims:** This lesson defines the EU constitutional regulations judged indispensable for Third Countries' *constitutional* development.

**sources:** textbook

**examination:** short paper

### **13) The constitutional technical assistance performed worldwide by the EU**

**aims:** scope of the lesson is to offer the students a picture of the European Commission constitutional technical assistance offered in Third Countries. It includes, the TACIS' assistance and the assistance offered respectively by the European Instrument for Democracy and Human Rights (EIDHR) on establishing a financing instrument for the promotion of democracy and human rights worldwide and by the Regulation (EC) No 1889/2006 of the European *Parliament* and of the Council of 20 December 2006 on establishing a financing instrument for the promotion of democracy and human rights worldwide. These Acts confirm as the aim of the EU is to contribute to the general objective of developing and consolidating democracy and the rule of law and to that of respecting human rights and fundamental freedoms implemented in the territory of developing countries or directly related to situations arising in developing countries.

**sources:** textbook

**examination:** short paper

### **14) The constitutional Technical Aids to the Commonwealth of Independent States**

**aims:** Scope of the lesson is to offer the students a picture of the European Commission constitutional technical assistance offered in the Third countries constituted by the TACIS' assistance and by the European Instrument for Democracy and Human Rights (EIDHR) on establishing a financing instrument for the promotion of democracy and human rights worldwide and the Regulation (EC) No 1889/2006 of the European Parliament and of the Council of 20 December 2006 on establishing a financing instrument for the promotion of democracy and human rights worldwide. Namely, the above decisions contribute to the general objective of developing and consolidating democracy and the rule of law and to that of respecting human rights and fundamental freedoms, due to be implemented "in the territory of developing countries or directly related to situations arising in developing countries.

**sources:** textbook

**examination:** short paper

### **15) The European Commission evaluation of the Neighboring States' constitutional development**

**aims:** The EU Commission is empowered of the evaluation of the results achieved in target States and namely the coherence of the human rights and democratization actions of the European Union towards third countries, also in relation to the EU investments. This lesson delineates also the EU control performed in order to establish whether the target States have achieved their objectives and have produced guidelines for improving the effectiveness of subsequent operations.

**sources:** textbook

**examination:** short paper

### **16) The instruments for the evaluation of the Third Countries' constitutional development**

**aims:** Scope of this lesson is to focus on the four implementation's instruments supporting the EU in the evaluation of the assistance which are the "Strategy Papers and Revisions", the "Annual Action Programs", the "Special Measures" and the "Ad hoc Measures". More emphasis is given to the "Strategy Papers which represent the key components of the Community's strategy in the selected countries and to the individual Action Plans annually drafted in compliance to the objectives of the respective Strategy Papers.

**sources:** textbook

**examination:** short paper

### **17) The constitutional assistance performed in Russian Federation**

**aims:** This lesson illustrates the PCA signed between EU and Russia together with its scopes and priorities, describing the provided TACIS' initiatives. Concretely, it's put into emphasis as the EU-Russia TACIS Cooperation Program has privileged the support of the reforms affecting the institutional, legal and administrative sectors, as well as the support of the private sector in the areas of economic development, the social consequences of transition, and the nuclear safety. A particular accent is given to the EU/Russia National Indicative Program for 2004-2006 covering the reforms concerning the judicial system, the strengthening of the civil society and other sensitive constitutional fields.

**sources:** textbook

**examination:** short paper

### **18) The TACIS' "Raising Legal awareness" performed in Russian Federation**

**Aims:** This lesson describes in detail a technical assistance project performed in Russian Federation entitled "*Raising Legal Awareness in Russian Federation's*" project. The beneficiary of the assistance was the State's Duma and the area of intervention were five pilot Regions.

**sources:** textbook

**examination:** short paper

### **19) The promotion of the EU values worldwide through the European Neighbouring Policy**

**Aims:** This lesson illustrates the main features of the ENP. This political instrument, replacing the technical assistance offered in favor of Third Countries which are in a constitutional transitional process, stresses the argument that the EU has a vital interest in the economic development, stability and better governance in its Neighboring, and, to this end, it is cleared up as spreading peace and prosperity across the borders of the EU is considered the best strategy by which preventing artificial divisions and creating benefits for both the ENP partners and the EU alike.

**sources:** textbook

**examination:** short paper

### **20) The ENP lines of developments**

**aims** This lesson describes the ENP policy in more details highlighting its contribution to the target States constitutional development. Basically, the ENP, proposes, for each Country, specific approaches, utilizing flexible and differentiated measures according to the Countries' political situation and their level of ambition, having also regard to the different socio-economic development.

**sources:** textbook

**examination:** short paper



**I.3 EU Public Administration and Institutions and their Relationship with Member States  
- 6 ECTS,**

**Prof. Dr., ANDRAS TORMA, University of Miskolc, Hungary**

**RESPONSABLE(S)**

PROF. DR. ANDRÁS TORMA

**DUREE**

20 heures

Mots-clefs :

**Key-words:**

- EU Institution
- Commission
- Council
- Parliament
- Advisory Council
- Working Mechanism
- Qualified Majority
- Secondary Law-source
- General law-making process
- Confirm of the Rules
- Execution
- National public administration
- Administrative Function division
- Reliable, Democratic and clear-cut Public Administration
- Contact keeper Authority
- Organisation Network
- Partnership
- European Public Administration Area

**LIEU DE FORMATION**

University of Miskolc

**PUBLIC :**

Students who have completed a Master 1 degree and legal practitioners and lawyers, manager of public administration through validation of professional experience

**PRÉ-REQUIS :**

None

**OBJECTIFS : OBJECTIVES –KNOW-HOW**

The course aim is to learn 5 themes, which are the followings :

1. The formation and development of the EU's Institutional System
2. EU Institutions, which act a role in the law-making process of the EU (Council, Parliament, Commission, Advisory Councils, National Governments, Parliaments of Member States)
3. The administrative-science modell of EU law-making, so how can a EU-rule/decision can born (general process)
4. The validation, the execution and the control of the EU-Law.
5. The main characteristics of the European Public Administration Area.

**PLAN :**

The 5 big topic of the course :

1. The formation and development of the EU's Institutional System
2. The main actors of the EU Law-making process
3. The administrative-science modell of EU law-making
4. The validation of the EU Law.
5. The main characteristics of the European Public Administration Area.

**Contrôle des connaissances : oral examination or multiple choice or essay**

## Description

### Objectifs du cours :

The course aim is to learn 5 theme, which are the followings :

6. The formation and development of the EU's Institutional System
7. EU Institutions, which act a role in the law-making process of the EU (Council, Parliament, Commission, Advisory Councils, National Governments, Parliaments of Member States)
8. The administrative-science modell of EU decision-making, so how can a EU-rule/decision can born (general process)
9. The validation, the execution and the control of the EU-Law.
10. The main characteristics of the European Public Administration Area.

### Problématique :

5 problems circle will be touched in the course, which are the followings :

1. How was the common institution-system established and develope of it ?
2. What are the main-actors of the EU Law-making process ?
3. What are the characteristics of the Administrative-science model of EU Decision-making ?
4. What are the main features of the validation of the EU-Law ?
5. What are the main marks of the European Public Administration Area ?

### Les thèmes du cours :

1. Historical Basis
  - 1.1. The roots of the european integration
  - 1.2. The community institutions development
    - 1.2.1. The Institution-system of the European Steel and Coal Community (1951)
    - 1.2.2. The Institution-system of the European Economic Community (1957)
    - 1.2.3. The Institution-system of the European Atomic Energy Community (1957)
  - 1.3. The main steps of community institutions development
    - 1.3.1. The Aggregative Treaty (1965)
    - 1.3.2. The Unified European Document (1986)
    - 1.3.3. The Treaty of Maastricht (1992)
    - 1.3.4. The Treaty of Amsterdam (1997)
    - 1.3.5. The Treaty of Nizza (2001)
    - 1.3.6. The Constitution Treaty of the EU (2004)
    - 1.3.7. The Lisbon Treaty (2007)
2. The main actors of the EU Decision-making
  - 2.1. The European Commission
  - 2.2. The European Parliament
  - 2.3. The Council
  - 2.4. The Advisory Councils (of the decision-making)
  - 2.5. The goverments of the Member States
  - 2.6. The Parliaments of the Member States
3. The Administrative-science model of EU Decision-making
  - 3.1. The aims : the aims of the EU
  - 3.2. Information collection and elaboration : the case-emergence
  - 3.3. The planning : to initiate a legal-act
  - 3.4. The decision : the pass a legal-act
  - 3.5. The execution : the conveyance and validation of the legal act
  - 3.6. The co-ordination : harmonize of the validation of the legal act
  - 3.7. The control : the audit of the validation of the legal act

4. The validation of the EU-Law
  - 4.1. The concept of the EU Law
  - 4.2. The validative obligations of the EU Institutions
  - 4.3. The validative obligations of the Member States
5. The European Public Administrative Area
  - 5.1. The establishment of the European Public Administrative Area
  - 5.2. The main features of the European Public Administrative Area
  - 5.3. The future of the European Public Administrative Area

## **I.4 Regional Policies in EU – 6 ECTS**

**Prof. Dr. ANDRÁS TORMA, University of Miskolc, Hungary**

### **RESPONSABLE(S)**

PROF. DR. ANDRÁS TORMA

### **DUREE**

20 heures

-

Mots-clefs :

#### **Key-words:**

- regional policies
- integration
- regionalization
- structural funds
- cohesion funds
- NUTS-system
- Public Strategic Directives
- National Strategic Reference Frame
- Operative Programme
- Project
- Monitoring

### **LIEU DE FORMATION**

University of Miskolc

**PUBLIC :**

Students who have completed a Master 1 degree and legal practitioners and lawyers, manager of public administration through validation of professional experience.

**PRÉ-REQUIS :**

None

**OBJECTIFS : OBJECTIVES –KNOW-HOW**

There 2 main objective.

Firstly, it's important, to give basic knowledge about the theoretical and historical background of the EU Regional Policy.

And then secondly the student's will be able to learn the executory rules, law-sources, the principles of the regional policy, financial methods, the organisation structure and the future of the regional policy.

Importance of the regional policy is, that it add up to the 35% or a bit more of the EU budget.

**PLAN :**

The subject will focus on 4 main topics :

1. Theoretical Basis
2. Historical Background
3. The executory law of the EU Regional Policy
4. The effect and future of the regional policy

Inside the curriculum, it's very important to give proper knowledge from the executory rules and from the historical and theoretical background also., and further to handle the question of the future.

**Contrôle des connaissances :Oral examination or multiple choice or essay****Description**Objectifs du cours

The course has two objectives.

Firstly, it's important, to give basic knowledge about the theoretical and historical background of the EU Regional Policy.

And then secondly the student's will be able to learn the executive rules, law-sources, the principles of the regional policy, financial methods, the organisation structure and the future of the regional policy.

Importance of the regional policy is, that it add up to the 35% or a bit more of the EU budget.

In the year 2004, it took out 308 Billion Euro.

### Problématique

During the course, 4 problem-circle will be touched upon, which are the followings :

1. What are the theoretical basis of the EU Regional Policy ?
2. How was the historical basis of the EU Regional Policy formed in the past ?
3. What are the main characteristics of the executive rules of EU Regional Policy ?
4. What are the effects of the EU Regional Policy and the future of it ?

### Les thèmes du cours

1. Theoretical Basis
  - 1.1 About the Policy of the European Union generally
    - 1.1.1. The evolution, development and types of the policies
    - 1.1.2. The actors of policy-making
  - 1.2. The usage of the integration and regionalisation after the second World War in Europe
  - 1.3. The concept of the regional policy
2. Historical Basis
  - 2.1. The begins of the regional policy (from 1951 till the end of late '60)
  - 2.2. The development of the regional policy (from the end of late '60 till 1986)
  - 2.3. The usage of the Unitary European Document and the first reform of the Structural Funds (in 1986 and 1988)
  - 2.4. The initiation of the NUTS-System
  - 2.5. The second reform of the Structural Funds (in 1993)
  - 2.6. The third reform of the Structural Funds (in 1999)
  - 2.7. The fourth reform of the Structural Funds (in 2006)
3. The executive regulation of the EU Regional Policy
  - 3.1 The law-term background of the EU Regional Policy
  - 3.2 The Importance of the 1059/2003 European Decision by the Parliament and Council
  - 3.3 The principles of the regional policy
  - 3.4 The financial method-system of the regional policy :
    - 3.4.1 The Pre-joining Funds
    - 3.4.2 The Cohesion Funds
    - 3.4.3 The Structural Funds
  - 3.5 The aim-system of the Structural Funds
    - 3.5.1 The aim-system of the European Regional Development Fund
    - 3.5.2 The aim-system of the European Social Fund
  - 3.6 The procedure of the accomplishment and basic documents of the Regional Policy
    - 3.6.1 The basic documents and procedure in the case, when the memberstate initiate

- 3.6.2 The basic documents and procedure in the case of bigger projects
- 3.7 The organisation-system of the regional policy achievement
  - 3.7.1 About the organisation-system generally
  - 3.7.2 The Hungarian organisation-system
  - 3.7.3 The French organisation-system
  - 3.7.4 The Romania organisation-system
  - 3.7.5 The Italian organisation-system

#### 4 The effect and the future of the Regional Policy



## I.5 E-Government - 6 ECTS

**Prof. PhD., ZSUZSANNA SZABO, „Petru Maior” University of Tirgu-Mures, Romania**

**RESPONSABLE(S)**

Zsuzsanna Szabo

As. Professeur

IIPM

**DUREE (DURATION)**

20 heures

Mots-clefs :

Key-Words.

e-government,

e-public administration,

e-public services, implementation process, readiness, legislation, availability, front office, back office, e-skills, practice thorough exercises, examples from countries worldwide

**LIEU DE FORMATION**

(place)

**PUBLIC :**

Students who have graduated BSc level studies, public servants and manager of public administration through validation of professional experience.

**PRÉ-REQUIS : (PRE-REQUIRED)**

technological skills, high level computer skills

**OBJECTIFS : OBJECTIVES –KNOW-HOW**

To understand and clarify the basic concepts in e-government. The course intends to develop theoretical and technical skills. To develop competencies to utilize the IS to serve the citizens and to bring theoretical knowledge to organize the back office. Through practice to understand how the efficiency can be measured, when and how must be improved it. To understand the role that information, software and hardware play in an organization.

**PLAN :**

## Contents

1. Government and Society
2. Concepts
3. Implementation of e-Government
4. Front office
5. Back office

Contrôle des connaissances : examination

**Multiple-choice questions**

**Guided practical case on computer**

Examen final : final examination ( 2 hours)

**E-Government 1**

The course is an introduction to e-government. The basic concepts will be defined and studied theoretically and practically (on computer, using informational system) thorough examples and exercises (for each characteristic, property presented) from different countries worldwide.

The connection between government and society will be presented from a historical point of view. The reasons which challenge the transformation will be analyzed. Efficiency, costumer focus, policy outcomes, economic objectives, public reform, and citizen engagement properties will be presented.

The transformation process has to confront the legislative barriers, budgetary barriers, technology change, digital divide and all these will be studied separately.

Different definitions of the e-government concept will be presented. The course proposes to show the connection and the differences between the e-government, e-administration and e-public service concepts.

The course intends to present the implementation process of e-government, how the readiness for the implementation can be evaluated and when the impact can be measured. The front office (on-line services, citizen engagement) and back office (organizational change, leadership, coordination, interagency collaboration, e-government skills, public-private partnership) concepts will be analyzed briefly.

Each chapter contains exercises in order to develop technical skills and abilities in the utilization of e-government and to improve theoretical knowledge of master students.

## **Objectives**

The course intends **to develop** theoretical and technical skills. As an introductory course in e-government it intends to present, **to clarify** the basic concepts. The master's degree graduates must **familiarize themselves** with these new, modern public administration, must have **competencies to** utilize the IS to serve the citizens and must have **theoretical knowledge to** organize the back office. **Through practice**, exercises on computer they **will understand** when the usage is efficient and when and how it must be improved. The course **will develop skills** in the e-government services usage. The master students will understand the role that information, software and hardware play in an organization in order **to measure** the effectiveness of e-government, e-administration.

## **Contents of the course**

### **1. Government and Society**

- 1.1 Historical approach
- 1.2 Opportunities of e-Government
- 1.3 EU policy to promote e-Government
- 1.4 National legal frameworks for the development of e-Government
- 1.5 Exercises

### **2. Basic concepts**

- 2.1 e-Government definitions and related concepts (open government, e-participation, e-democracy)
- 2.2 e-public administration
- 2.3 e-public services
- 2.4 The architecture of e-Government
- 2.5 Development stages of e-Government (presence, interaction, transaction, transformation)
- 2.6 e-Government maturity models
- 2.7 Sectors of e-Government (G2G, G2B, G2C, G2E)
- 2.8 Delivery of e-services (multi channel, shared services, front office, back office, the one step service, outsourcing service)
- 2.9 Exercises

### **3. Implementation and Evaluation of e-Government**

- 3.1 e-Government value chain
- 3.2 The evaluation of the implementation process level
- 3.3 Evaluation of the development level of e-services
- 3.4 e-Government research and practice in EU. Best e-Government applications

## SECOND SEMESTER

### II.1 EU Legal System and its Implementation in Member States - 6 ECTS

PROF. DR. HABIL. IUR., JUDIT FAZEKAS, University of Miskolc, Hungary

#### RESPONSABLE(S)

Dr. Judit Fazekas  
Professor

#### DUREE (DURATION)

20 heures

Mots-clefs :

Key-Words.

Legal Act of the EU

Primary Laws

Secondary Acts

Legislative Acts Delegated non-legislative Acts

Implementing Acts,

Legislative procedures: ordinary legislative procedure, special legislative procedure

Principles of EU law

Fundamental rights

Legal harmonisation

Implementation of EU law

#### LIEU DE FORMATION

University of Miskolc (Hungary)

**PUBLIC :**

Students who have completed a Master 1 degree and legal practitioners and lawyers, manager of public administration through validation of professional experience

**PRÉ-REQUIS : (PRE-REQUIRED)**

none

**OBJECTIFS : OBJECTIVES –KNOW-HOW**

The aim of the subject is to provide a broad and comprehensive knowledge on EU legal system, legal acts of the Union, legislative and non- legislative acts, legislative procedures. Presentation of the legal doctrines of the EU law and the implementation of the EU laws in Member States.

**PLAN :**

1.The system of legal acts of the European Union : legislative acts, delegated non-legislative acts, implementing acts.

Primary laws, secondary legal acts : regulations, directives, decisions, recommendations, opinions.

2. The system of legislative procedure : ordinary legislative procedures, special legislative procedures. The adoption of non-legislative acts.

3. Legal principles of the EU law : supranational character and autonomy of the EU law ; supremacy of EU law ; principles and forms of transfer of competence, preemption, subsidiarity, proportionality ; direct effect of EU law ; principle of loyal cooperation ;direct applicability of EU law.

4. Implementation of EU law : legal harmonisation, implementation of EU law by Member States.

érvényesülése, végrehajtása.

Contrôle des connaissances :

**Cas pratique orienté. Guided practical case**

Examen final : Written exam, duration: 1 hour

## **DESCRIPTION**

### **Objectives of the Course**

The aim of the subject is to provide a broad and comprehensive knowledge on EU legal system, legal acts of the Union, legislative and non- legislative acts, legislative procedures. Presentation of the legal doctrines of the EU law and the implementation of the EU laws in Member States.

### **Topics of the Course**

1. The system of EU legal acts – acquis of EU laws
  - 1.1. Legislative acts
  - 1.2. Primary laws
  - 1.3. Secondary laws : regulations, directives, decisions as legally binding acts  
recommendations and opinions - as soft laws
  - 1.3. Delegated non-legislative acts
  - 1.4. Implementing acts
  - 1.5. Other legal acts
2. Legislative procedures
  - 2.1. Ordinary legislative procedure
  - 2.2. Special legislative procedures
  - 2.3. Non-legislative procedures
3. Principles of EU law
  - 3.1 Principles of Fundamental Rights and Democracy
  - 3.2 Principles of supranationality and autonomy of EU law
  - 3.3 Supremacy of EU law
  - 3.4 Principles and forms of transfer of competences
  - 3.5 Preemption, subsidiarity and proportionality
  - 3.6 Direct effect of EU law
  - 3.7 Direct applicability of EU law
  - 3.8 Principle of loyal cooperation
  - 3.9 Principle of mutual recognition and equivalency
4. Implementation of EU law
  - 4.1. Approximation of EU Law (TFEUA Arts.114-118)
  - 4.2. Obligation of harmonisation of the legally binding acts of EU
  - 4.3. Implementation of EU laws : Obligations of the Member States and EU Institutions
  - 4.4. Enforcement procedures

## II.2 EU Integration of Territorial and Local Communities - 6 ECTS

**Prof. GIOVANNI POGGESCHI, Dr. ENTELA CUKANI, Università del Salento, Italy**

**RESPONSABLE(S)**

Prof Giovanni Poggeschi, Dr. Entela Cukani

**DUREE (DURATION)**

20 heures

Mots-clefs :

Key-Words.

Federation of States

Process

Enlargement

Pre - conditions

**LIEU DE FORMATION**

(place)

Università del Salento

**PUBLIC :**

Students who have completed a Master 1 degree, Manager of public administration through validation of professional experiences

**PRÉ-REQUIS : (PRE-REQUIRED)**

None



**OBJECTIFS : OBJECTIVES –KNOW-HOW**

The aim of the course is to give a comprehensive analysis of the regional and local policy of European Union. Particular attention will be devoted to the question of the “NUTS” and to the “regional conditions” that the candidate State have to fulfill. The Committee of the Regions, the minority policy of the European Union, and the relations of the sub-state entities with the Court of Justice will be other main issues to analyze. Municipalities and other lower local entities and the EU will be also deeply studied.

**PLAN :**

- 1 Regional and federal states in Europe and the federative nature of EU.
3. The EU regional policy, NUTS and European enlargement.
4. The Committee of Regions and the European Regions with Legislative Powers (REGLEG).
5. The power of appeal to the Court of Justice of the Regions
6. Municipalities and other lower local entities and the EU.

## **Description :**

The aim of the course is to give a comprehensive analysis of the regional and local policy of the European Union. In the first part of the course, some federal and regional countries of the EU (and also of the larger Europe) will be analysed, and much stress will be put on the minority issue and the conditions to enter the EU. Also the regional conditions to enter the EU will be analyzed, especially the NUTS. The relations of the Regions with the Court of Justice and fiscal federalism will also be important matters to study.

Sources :Textbook, documents and papers (mainly available on Internet, others given by the teacher)

Examination : 5 different short papers (in 4 times, in the classroom).

### **1. Regionalism and federalism in Europe. Introduction**

**Aims:** This first lesson aims at introducing the topic of federalism and regionalism as models of territorial organizations that some States have chosen across their history. In particular, the first historical experiences of federalism (ancient Greek) and confederalism (Union of Provinces of Netherlands, Switzerland) will be analyzed

**Sources:** Papers distributed at lesson (or available on Internet)

### **2. Regionalism and federalism in Europe. Case studies: regional States in Europe (1<sup>st</sup> part)**

**Aims:** Analysis of some regional systems in Europe: Italy and Spain. Particular attention will be devoted to the case of the Italian constitutional reform of 2001 and to Catalonia.

**Sources:** Textbooks, legislation and some cases of both Constitutional Courts (abstracts in English)

### **3. Case studies: regional States in Europe (2<sup>nd</sup> part)**

**Aims:** Analysis of some regional systems in Europe: France and United Kingdom, with special stress on the cases of Corsica and Scotland and Wales (and possibly, Northern Ireland).

**Sources:** Textbooks, legislation and some cases of Constitutional Council of France and the Privy Council of the Crown in UK.

### **4. Case studies: federal States in Europe**

**Aims:** Analysis of Germany, Austria and Belgium, and to a lesser extent, of Switzerland and Russia. A special stress will be put on the Belgian question (possibility of dissolution of the State)

**Sources:** Textbooks and papers available on Internet.

**Examination (for the 4 first lessons):** students will have to draft a short paper in classroom.

### **5. The federative nature of the European Union**

**Aims:** This lesson is focused on the theories on the nature of the European Union (La Pergola, Weiler, Ortino, De Witte, Cartabia, Palermo, Melica).

**Sources:** Textbooks and papers available on Internet.

## **6. The regional policy of EU. The case of the NUTS**

**Aims:** This lesson is focused on the regional policy of the EU, with special regards to the pre-accession stage.

**Sources:** Textbooks and papers available on Internet.

## **7. The Committee of the Regions**

**Aims:** Analysis of the role, the composition and the effectiveness of the Committee of the Regions. Of time allows, a discussion will be carried about the possibility of reforming this body

**Sources:** Textbooks and papers available on Internet.

## **8. The European Regions with legislative power (REGLEG)**

**Aims:** Analysis of the functions of the REGLEG and discussion about its potential.

**Sources:** Textbook, on-line sources

**Examination (of lessons 5-8):** students will have to draft a short paper in classroom.

## **9. The minority policy of European Union**

**Aims:** Analysis of the minority policy of the EU. The gender issue. The language issue. The cultural dimension of EU. The Treaties and the Charter of Fundamental rights. Some cases of the ECJ (Mutsch, Groener, Angonese, etc.).

**Sources:** Textbooks, papers available on Internet.

## **10. The minority policy of the Council of Europe (introduction)**

**Aims:** In order to understand the parameters of the EU policy towards minorities, it is necessary to analyze the policy of the Council of Europe, starting from the European Convention of Human Rights and the jurisprudence of the ECHR on minority issues.

**Sources:** Text of the European Convention of Human Rights and some judgments of the ECHR, available on Internet.

## **11. The Framework Convention for the protection of national minorities (FCNM)**

**Aims:** Analysis of the FCNM and of the documents issued by the its Advisory Committee. Its use as parameters of the EU conditionality

**Sources:** Textbooks, Text of the FCNM and of its Advisory Committee EU Treaty,

## **12. The European Charter of the Regional and Minorities Languages (ECRNL)**

**Aims:** Analysis of the ECRML and the documents issued by the committee of experts. Why Italy, France and Russia are not part of it.

**Sources:** Textbooks, Text of the ECRML and its Committee of Experts.

## **13. The European largest minority: the Roma**

**Aims:** Analysis of the juridical protection of the Roma provided by the EU and by some countries, in particular candidate countries. A short introduction to the history of the Roma is necessary.

**Sources:** Textbook, papers available on Internet.

#### **14. The accession to EU of Albania and other candidate and potential candidate countries**

**Aims:** Analysis of the steps that Albania (and possibly other countries) has to follow in order to become a member of the EU. The case of the Roma.

**Sources:** EU Treaty, Textbook, reports of the European Commission on the monitoring process.

#### **15. The fulfilled accession to EU of Romania and other countries of the eastern enlargement**

**Aims:** Analysis of the path of Romania towards (and possibly other countries) the membership of the European Union.

**Sources:** EU Treaty, Textbook, reports of the European Commission on the monitoring process.

**Examination (lessons 9-15):** students will have to draft two short papers in the classroom.

#### **16. The Regions and the European Court of Justice (1<sup>st</sup> part)**

**Aims:** Analysis of the possibility for Regions and other sub-state similar entities to bring action before the Court of Justice.

**Sources:** Textbook, papers available on Internet.

#### **17. The Regions and the European Court of Justice (2<sup>nd</sup> part)**

**Aims:** Analysis of ECJE cases on the subject.

**Sources:** Textbook, Case-Law.

#### **18. Lower State entities (excluding municipalities) and Europe**

**Aims:** Analysis of the relation between Provinces, Counties, etc. and EU.

**Sources:** Textbook, papers available on Internet.

#### **19. Municipalities and Europe**

**Aims:** Analysis of the relation between Municipalities and EU.

**Sources:** Textbook, papers available on Internet.

#### **20. Fiscal federalism in Europe**

**Aims:** Analysis of the impact of EU law towards the fiscal policy of the member countries, especially the regional and federal ones

**Sources:** Textbook, papers available on Internet.

**Examination (lessons 16-20):** students will have to draft a short paper in the classroom.

### II.3 European Administrative Science and Law - 6 ECTS

PROF. PHD, LUCIAN CHIRIAC, "PETRU MAIOR" UNIVERSITY OF TIRGU-MUREȘ, ROMANIA

**RESPONSABLE(S)**

Lucian Chiriac  
Associate Professeur  
UPM

**DUREE (DURATION)**

20 hours + .....

**Key-Words.**

European administrative science, rule of law,  
Administrative law, administrative acts,  
European Union law

**LIEU DE FORMATION**

(place)  
University of Petru Maior

**PUBLIC :**

The course addresses to the master students in public administration

**(PRE-REQUIRED)**

none

**OBJECTIVES – KNOW-HOW**

1. The knowledge of the European administration basis
2. Building up a vision regarding the future of the European public administration
3. Developing the understanding of the European administrative phenomenon
4. Knowing the link between the administration and law
5. Training and education for the managers and civil servants in terms of law
6. Legislation – a stimulus in developing the managers' and civil servants' abilities

**PLAN:**

Chapter I. Building an Administration science

Chapter II. The relation between the national law of Member States and the European Union law

Chapter III. The European basis of the administrative law

Chapter IV. The legislation as a support in the training and education of managers and civil servants

Contrôle des connaissances : examination

**Questions à choix multiples. Multiple-choice questions.**

**Cas pratique orienté. Guided practical case**

Examen final : final examination ( 2 hours)

***The objectives of the course***

The course aims the knowledge of administrative science basis starting from the national sources towards the foundation needed for creating a European administrative science.

The course also aims at the relationship between national law of Member States and European Union law imposing as the supreme principle title the primacy of European Union law over the national law.

Last but not least the course aims the training and education of managers and public officials, training the elites among the above mentioned categories having as an initiator the legislation.

From this arises the importance of professional and practical ability growth for the future managers and civil servants.

At the same time we have in view also a practical application through the knowledge of the European incipient administrative apparatus and of the relationship between the science of administration and law.

### Issues

The first chapter follows the presentation regarding the building of an administrative science with European reflexes.

The second chapter presents the relationships established that must be respected among national law of Member States.

The third chapter presents the European foundations of administrative law, respectively the main sources of the administrative law.

The fourth chapter presents the legislation as a support for the training of managers and civil servants.

### The themes of the course

#### **Chapter I. Building an Administration science**

1. The birth and the evolution of a science applied to the public administration
2. The development of the national administrative spaces and european spaces
3. The features of administration: affiliation to the administrative body, the permanence feature, the existance of a hierarchy, the unity of the administrative apparatus, the exercise of authority – transparency) or (affiliation, permanence, hierarchical, unity, authority, transparency) or (administrative model – bureaucratic)
4. The link between the administrative science and law

#### **Chapter II. The relation between the national law of Member States and the European Union law**

1. The primacy of the European Union law on the national law
2. The aplicability and the effect of the European Union law within the national law

#### **Chapter III. The European basis of the administrative law**

1. The sources of the European Administrative Law (written and unwritten)
2. Principles aplicable to an European administrative law
3. Unilateral administrative acts (normative and individual acts)

#### **Chapter IV. The legislation as a support in the training and education of managers and civil servants**

1. The legislative basis for training and for educating managers and civil servants in the European Union
2. Development of the skills needed for managers and civil servants within the public administration through legal education, legislation
3. Case study: Romania, France, Hungary, Italy

**II.4 Criminal liability of the public servant in the EU law - 6 ECTS**

**Prof. PhD. DRAGOȘ CHILEA, “Petru Maior” University of Tirgu-Mureș, Romania**

**RESPONSIBLE(S)**

Dragoș Chilea

**DURATION**

20 heures

**Key-Words:**

*legal liability, sanction, illicit action, criminal liability, public servant disciplinary sanctions, authority, administrative crime*

**TRAINING SITE**

University of PETRU MAIOR  
Romania



**PUBLIC :**

Students who have completed a Master 1 degree, manager of public administration through validation of professional experience

**OBJECTIVES –KNOW-HOW**

Provide a broad and a concrete vision of Criminal liability of public servant in the EU law.

Reveal the common crimes professionals, but also the discrimination of civil servants towards users of the administrative area.

One could also approach the subject differently and study if and to what extent principles and standards of criminal law are finding their way into administrative law.

The underlying reason for this is that during the past decade a shift has occurred from law enforcement by criminal law to law enforcement by administrative law. In this context, various administrative sanctions of a punitive character have been introduced, the imposition of which can be considered a criminal charge.

**PLAN :**

Title I : The legal liability

Title II : Common occupational crimes

Title III : Others common crimes

Title IV: The incidence of the public's servants on criminal responsibility. Immunities

Title V: Sanctions of harassment at work in the public sector

Control knowledge : examination

Multiple-choice questions.

Guided practical case

Final examination ( 2 hours)

**Course Objectives:**

Provide a transverse and a concrete vision of Criminal liability of public servant in the EU law.

Reveal the common crimes professionals, but also the discrimination as a fact between civil servants and other administrative users.

One could also approach the subject differently and study if and to what extent principles and standards of criminal law are finding their way into administrative law.

The underlying reason for this is that during the past decade a shift has occurred from law enforcement by criminal law to law enforcement by administrative law. In this context, various administrative sanctions of a punitive character have been introduced, the imposition of which can be considered a criminal charge.

#### Problems of course:

It is important that a culture of educating public servants involved in prosecution and administration of justice be created and sustained, otherwise their work would be invalidated by the judicial authorities. Proper education can prevent wasted efforts and debacles.

Criminal liability in the science and practice of law, is a central area, since it is essentially a guarantee of achieving law and its concrete manifestations, as a fundamental component of the system of law, is an amount of specialized forms of liability are governed by separate legal institution. Criminal liability is a form of social responsibility established by the State in breach of rules of law by a wrongful act entailing bearing the consequences appropriate to the guilty, including the use of coercive force to restore order to rule of law infringed.

As a result of this, all kinds of principles and guarantees which previously only applied in criminal law have now also begun to be applicable in administrative law.

#### Lesson Plan

##### **Title I.** The legal liability

Chapter 1. Introduction

Chapter 2. Specific serious offences involving Abuse of Office

Chapter 3. Criminal liability of public authorities as juristic persons

Chapter 4. Procedural matters

Chapter 5. Discrimination of civil servants towards users of the administrative area

##### **Title II.** Common occupational crimes

Chapter 1. Abuse of power

Chapter 2. Violation of secrecy

Chapter 3. Favoritism practiced by public servants

Chapter 4. Forgery committed by public servants

##### **Title III.** Others common crimes

Chapter 1. Fraud

Chapter 2. Forgery

Chapter 3. Usurpation of functions

##### **Title IV.** The incidence of the public's servants on criminal responsibility. Immunities

Chapter 1. The basis of immunities

Chapter 2. Implementation of immunities

Chapter 3. The erosion of political justice and the emergence of a criminal responsibility in the autonomous internal and international order

##### **Title V.** Sanctions of harassment at work in the public sector

Chapter 1. Conditions of the sanctions. The means of direct criminal penalty in terms of the harassment

Chapter 2. The court proceedings against harassment

Chapter 3. The harassment by the offense against the person at work

#### Bibliography:

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3. Denis Hanot, « Les sanctions du harcèlement au travail dans les secteurs privés et publics. Les sanctions pénales », L'harmattan, Paris, 2008.

4. Jean- Christophe Crocq, « Le guide des infractions » 12<sup>ème</sup> édition, Dalloz, 2011.
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12. Emmanuel Aubin, « Droit de la fonction publique territoriale », Gualiano, Paris, 2009.
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15. Fabrice Melleray, « Droit de la fonction publique », Economica, 2010.
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17. Hélène Pauliat, « Services publics et religions : les nouvelles frontières de l'action publique en Europe », 2006.
18. Muriel Trémeur, Karim Douedar, « Fonctionnaires : Comment réagir face au harcèlement moral ou sexuel ? », éditions du Papyrus, 2008.
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20. Constanța Călinoiu, Verginia Vedinaș, « Teoria funcției publice comunitare, Lumina Lex, București, 1999.
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23. Alexandru Boroi, « Drept penal. Partea generală », editura C.H. Beck, 2010.
24. Alexandru Boroi, « Drept penal. Partea specială », editura C.H. Beck, 2010.

## II.5 Law of Public Finances in the EU – the European tax law harmonization - 6 ECTS

**Prof. Dr. ÉVA ERDŐS PhD., University of Miskolc, Hungary**

**RESPONSABLE(S)**

Éva Erdős Dr. PhD.

Prof.

**DURATION**

20 heures

**KEYWORDS:**

- EU Budget
- European Tax law
- Tax harmonisation
- International taxlaw --double-taxation
- primary and secondary law sources of European tax law
- harmonization of indirect tax
- harmonization of direct taxes
- harmful tax competition
- Institutions of the European tax harmonisation
- Harmonisation of the local taxes
- The European Court of Audit
- tax evasion, tax avoidance

**PLACE**

University of Miskolc

**PUBLIC :**

Students who have completed a Master 1 degree and legal practitioners and lawyers, manager of public administration through validation of professional experience

**PRE-REQUIRED :**

None

**OBJECTIFS : OBJECTIVES –KNOW-HOW**

The aim of the course is to make the students be able to get in touch with taxation regulation of the EU from the beginning till nowadays. In this course we examine the most important legal sources of the EU taxation, the main results of the harmonisation of the direct and indirect taxes, and the decisions of the European Court of Justice and the institutions procedure and principles of the European Budget.

**PLAN : (PROGRAMTERV)**

- 1. PUBLIC FINANCES IN THE EU, THE BUDGET OF THE EU**
- 2. INTERNATIONAL TAX-CONFLICTS AND THE EUROPEAN TAX LAW**
- 3. THE DOUBLE-TAXATION IN THE INTERNATIONAL TAX LAW**
- 4. THE TAX-POLICY OF THE EU**
- 5. INSTITUTIONS AND LAW-SOURCES OF THE EUROPEAN TAX HARMONISATION**
- 6. STEPS OF HARMONISATION OF INDIRECT TAXES AND DIRECT TAXATION**
- 7. HARMONISATION OF DIRECT TAXES, FIGHT AGAINST THE HARMFUL TAX COMPETITION**
- 8. HARMONISATION AND PROBLEMS OF LOCAL TAXES**
- 9. THE TAX-DECISIONS, CASES OF THE EUROPEAN COURT OF JUSTICE**
- 10. THE SYSTEM OF THE FINANCIAL CONTROL IN THE EU, THE EUROPEAN COURT OF AUDIT**

Contrôle des connaissances : examination

Oral exam or multiple choice questions or essay

Duration: 45 minutes

**Description****Objectives of the course**

The subject aims are: the examination of the international taxation studies – mainly the examination of the EU's taxation law, the institutes and legal sources of it. This subject could help those, who choose such thesis's topic and who are interested in the international an European tax law. The aim of the education is to make the students be able to get in touch with taxation regulation of the EU

from the beginning till nowadays. In this subject we examine the most important legal sources of the EU taxation, the main results of the harmonisation of the direct and indirect taxes, and the decisions of the European Court of Justice and the procedure of the European Court of Audit. The subject examines furthermore the Hungarian harmonisation results which was in front of the European Court of Justice. We compare the harmonisation activity in the field of European tax law and in the field of national e.g. Hungarian tax law with the most important rules of the international tax law. We examine the most competent conflicts of the international tax law and European law, for e.g. the fight against the harmful tax-competition and the problem of off-shore firms. Furthermore we deal in this course with the EU budget and the financial control of the EU moneys and with the main tasks of the European Court of Audit.

### Problems

5 problems-themes will be discussed :

1. The concept and the principles, the system of the European public finance and the EU Budget.
2. The international tax law conflicts : the problem of double-taxation , tax discrimination
3. The sources of European tax law and the international tax rules: the causes of the tax-harmonisation, and procedure and main steps of it.
4. The harmful tax-competition in the international and European tax law, the question of the tax-paradise, off-shore firms.
5. The protect and control of the European public finances, the tasks of the European Court of Audit.

### Topics of the course

1. The European public finance and the EU Budget.
  - 1.1. The concept of the European public finance and system of it.
  - 1.2. The law sources and basic principles of the European tax law
  - 1.3. The outcomes and income of the EU Budget, principles
  - 1.4. The enforcement, the control of the EU Budget and the absolution procedure.
2. The international tax law conflicts and the European Tax law
  - 2.1. The concept and basic principles of the international Tax law.
  - 2.2. The international tax law conflicts
  - 2.3. Solutions to the international tax law conflicts in the European tax law.

3. Avoiding the double taxation in the European tax law
  - 3.1. The concept and solutions on the avoiding the double taxation
  - 3.2. International model-treaties on the solution of double taxation
4. The tax policy of the European Union
  - 4.1. The concept of tax harmonisation, the historical background, the procedure, main steps of it
5. The institutions and law-sources of European tax harmonisation
  - 5.1. The role of the European council, committee and court of justice in the tax harmonisation
  - 5.2. The primary Law- sources of the European tax law
  - 5.3. The secondary Law-sources of the European tax law
  - 5.4. The relation between tax law of the Union and the national tax laws.
6. The harmonization of the indirect taxes
  - 6.1. The basic questions of the EU-regulation of the VAT
  - 6.2. The harmonisation of the revenue taxes
7. The harmonisation of the direct taxes
  - 7.1 . The rules of the taxation in connection with the enterprises
  - 7.2 The tax-package fighting against the harmful tax-competition  
The Code of Conduct for Business Taxation by the ECOFIN Council
  - 7.3. Off-shore rules
  - 7.4. The legislation of the European state aids and subvention
  - 7.5. The harmonisation of the personal income taxes
8. The harmonisation of the local taxes
  - 8.1. The tax-allowances of the foreign investments and the harmful tax competition
  - 8.2. The Italian „IRAP” and the Hungarian „HIPA” cases
9. The tax law decisions of the European Court of Justice
  - 9.1. Decisions in connection with tax law discrimination
  - 9.2. The Italian „IRAP” and the Hungarian „HIPA” cases
  - 9.3. The lax law-decision of the seat-replacement and transfer
10. The system of the financial control in the EU, the European Court of Audit
  - 10.1. The exterior system of the public finance control
  - 10.2. The tasks, the system and control methods of the European Court of Audit

## 2<sup>ND</sup> YEAR OF THE MASTER

### SEMESTRE 3

#### Semester 3

- III.1 The Sociology of the European Administrative System - 5 ECTS  
Prof. Patrick Hassenteufel, UVSQ
- III.2 The European Public Functions - 5 ECTS  
MCF Béatrice Boissard, UVSQ
- III.3 Project Management in EU Administration - 5 ECTS  
Prof. Liviu Marian, Recteur Université Petru Maior,
- III.4 Political and Public Communication - 5 ECTS  
Prof. Yves Poirmeur, UVSQ
- III.5 European Public Policies - 5 ECTS  
MCF Didier Blanc, UVSQ
- III.6 E-Government Practice and Law - 5 ECTS  
Prof. Giovanni Pellerino, Prof. Marco Mancarella, Università del Salento, Italie

**Total – 30 ECTS**

#### Semester 4

- IV.1 Practice Methodology  
Stéphane Manson – Jean-Luc Penot, UVSQ
  - IV.2 Thesis Drafting Methodology  
Stéphane Manson – Jean-Luc Penot, UVSQ
- Total – 30 ECTS



# 1. The Sociology of the European Administrative System - 5 ECTS

Prof. PATRICK HASSENTEUFEL, de Science Politique, UVSQ, France

<p><b>RESPONSABLE(S)</b> Patrick Hassenteufel Professeur</p>	<p><b>PUBLIC :</b> Students who have completed a Master 1 degree, manager of public administration through validation of professional experience</p> <p><b>PRÉ-REQUIS : (PRE-REQUIRED)</b> none</p>
<p><b>DUREE (DURATION )</b> 20 heures + 14H exercices + Tutorial</p> <p>Mots-clefs : Key-Words.</p>	<p><b>OBJECTIFS : OBJECTIVES –KNOW-HOW</b> Understanding the development of public policy community from the gates of functionalist explanation, institutionalists, governmental, taking into account the diversity of actors (institutions, states, interest groups, political party ...)</p>
<p>political sociology of public action, interaction of actors, public policy analysis, case studies</p>	<p><b>PLAN :</b></p> <ol style="list-style-type: none"> <li>1. Le développement des politiques publiques communautaires</li> <li>2. La construction collective de l'action publique européenne</li> <li>3. L'eupéanisation des politiques publiques publiques en Europe</li> </ol>
<p><b>LIEU DE FORMATION (place)</b> Université de Versailles</p>	<p>Contrôle des connaissances : examination <del>Questions à choix multiples. Multiple-choice questions.</del> <b>Cas pratique orienté. Guided practical case</b> Examen final : final examination ( 2 hours)</p>

## Description

### Objectifs du cours

Ce cours vise à donner à comprendre, d'une part, le développement des politiques publiques communautaires à partir des principales grilles d'explications : fonctionnaliste, intergouvernementaliste, institutionnaliste ... ; d'autre part la façon dont sont élaborées ces politiques tant au niveau décisionnel (en prenant en compte la diversité des acteurs européens des politiques publiques -acteurs institutionnels, États, groupes d'intérêts, partis-) qu'au niveau de leur mise en œuvre (ce qui suppose d'articuler les dimensions européennes avec les dimensions nationales en ayant recours à la notion d'eupéanisation). Il vise aussi à présenter les principales politiques communautaires : politique agricole commune, politique régionale, politique de concurrence, politique de recherche ....

### Problématique

Le questionnement central porte, dans une perspective de sociologie politique de l'action publique, sur la construction collective de l'action publique européenne à partir d'interactions entre des acteurs multiples agissant à des niveaux différents (de l'international au local). Les politiques publiques européennes sont donc analysées comme le produit de configurations multi-niveaux dont on cherchera à analyser la dynamique.

### Les thèmes du cours

1. Le développement des politiques publiques communautaires
  - 1.1. Étapes de l'intégration européenne et développement des politiques publiques communautaires
  - 1.2. L'importance des logiques d'engrenage portées par la Commission européenne
  - 1.3. Le poids des interactions entre les États
  - 1.4. La nécessaire prise en compte des dynamiques institutionnelles
2. La construction collective de l'action publique européenne
  - 2.1. Les interactions au sein du triangle décisionnel européen
  - 2.2. Le rôle des groupes d'intérêts dans les interactions au niveau européen
  - 2.3. Comment analyser les politiques publiques européennes ?
3. L'eupéanisation des politiques publiques
  - 3.1. Quelle définition de l'eupéanisation ?
  - 3.2. Eupéanisation normative et eupéanisation cognitive
  - 3.3. Quelle convergence des politiques publiques en Europe

## 2. The European Public Functions - 5 ECTS

**Béatrice Boissard, MCF de Droit Public, UVSQ, France**

### **RESPONSABLE(S)**

Béatrice BOISSARD  
MCF HDR

### **DUREE (DURATION)**

20 heures

Mots-clefs :

Key-Words.

comparison, official status, European Union law, jurisdiction, litigation,  
except, case law

### **LIEU DE FORMATION**

(place)

Université de Versailles

**PUBLIC :**

Students who have completed a Master 1 degree,  
manager of public administration through validation of professional  
experience

**PRÉ-  
REQUIS : (PRE-REQUIRED)**

none

**OBJECTIFS : OBJECTIVES –KNOW-HOW**

Comprendre les fondements de la conception européenne de la fonction  
publique par le droit de l'Union européenne

Acquérir des automatismes pour répondre à toute demande sur ce type de  
questions par l'utilisation de la jurisprudence.

Understand the fundamentals of the European conception of the public law  
of the European Union

Gain controls for responding to requests on such issues through the use of  
case law.

**PLAN :**

PARTIE I. DES JURIDICTIONS SPECIALISEES AU SERVICE DU  
FONCTIONNAIRE INTERNATIONAL

PARTIE II. DES JURIDICTIONS GENERALISTES AU SERVICE DES  
FONCTIONNAIRES NATIONAUX

PARTIE III. VERS UN STATUT UNIFORMISE DU FONCTIONNAIRE  
PUBLIC

Contrôle des connaissances : examination

~~Questions à choix multiples. Multiple-choice questions.~~

**Cas pratique orienté. Guided practical case**

Examen final : final examination ( 2 hours)

**Description****ETUDE COMPARATIVE DU STATUT DU FONCTIONNAIRE DANS LE DROIT DE  
L'UNION EUROPEENNE ET LE DROIT EUROPEEN****INTRODUCTION**

Essai de définition, Une catégorie en évolution, l'absence d'influence ou l'influence modeste sur les  
droits internes.

L'affirmation non contraignante d'un droit d'accès à la fonction publique nationale.

## **PARTIE I. DES JURIDICTIONS SPECIALISEES AU SERVICE DU FONCTIONNAIRE INTERNATIONAL**

**(Le Tribunal Administratif du Conseil de l'Europe et le Tribunal de la Fonction Publique de l'Union européenne)**

### **I. LE TRIBUNAL ADMINISTRATIF DU CONSEIL DE L'EUROPE**

- A. Une institution juridictionnelle.
- B. Le champ d'application.
- C. La réclamation administrative devant le TACE.
- D. Le recours contentieux devant le TACE.
- E. Bilan.

### **II. LE TRIBUNAL DE LA FONCTION PUBLIQUE DE L'UNION EUROPEENNE.**

- A. Une institution juridictionnelle.
- B. Le champ d'application.
- C. Le recours administratif devant le TFPUE.
- D. Le recours contentieux devant le TFPUE.

## **PARTIE II. DES JURIDICTIONS GENERALISTES AU SERVICE DES FONCTIONNAIRES NATIONAUX**

**I. Le droit communautaire défend le droit de tout travailleur d'accéder à la fonction publique nationale.**

- A. La CJUE et les fonctionnaires nationaux : la défense du droit d'accès à la fonction publique.
  - 1. Le maintien de l'exception.
  - 2. La fin de l'exception.
  - 3. La réitération de la jurisprudence de la Cour.

B. Les coups de butoir de la Commission européenne.

- 1. L'utilisation répétée des procédures d'infractions.
- 2. L'harmonisation de la fonction publique nationale

**II. Le droit européen garantit la jouissance des droits et libertés aux fonctionnaires.**

- A. La détermination du fonctionnaire public apte à saisir la Cour ou la garantie procédurale.
  - 1. Le refus d'élargir l'application de l'article 6 par. 1.
  - 2. L'élargissement par le recours au critère fonctionnel.
  - 3. Un second critère complète le premier : le lien spécial.
- B. L'affirmation de garanties substantielles.

## **PARTIE III. VERS UN STATUT UNIFORMISE DU FONCTIONNAIRE PUBLIC ?**

**I. Le Conseil de l'Europe : Plutôt qu'un statut standardisé, la mise en place du « New Public Management » mais adaptée au service public.**

- A. Définition et portée du concept de flexibilité et du NPM.
- B. L'impact négatif du « NPM » sur les fonctions publiques des autres Etats.
- C. La promotion de la gestion des ressources humaines.
  - 1. L'intérêt de reformuler la gestion des ressources humaines.
  - 2. La gestion des ressources humaines impactée par le management privé.
  - 3. Le développement de l'éthique.
  - 4. Un autre phénomène à prendre compte, la lutte contre la politisation de la fonction publique.

**II. L'UE se préoccupe surtout de la mise en commun de règles égalitaires dans les fonctions publiques nationales permettant ainsi la libre circulation des fonctionnaires-travailleurs.**

- A. L'accès à la fonction publique et l'assouplissement de la condition de nationalité.

- B. Les éléments fondateurs d'un Statut standardisé.
  - 1. La reconnaissance mutuelle des diplômes
  - 2. Le déroulement de la carrière
    - a. La procédure d'intégration.
    - b. L'ancienneté.
    - c. La mobilité du fonctionnaire public.
  - 3. Les pensions de retraite et la coordination des régimes spéciaux de retraite

### III. 3. Project Management in EU Administration – 5 ECTS

Prof. LIVIU MARIAN, Recteur Université Petru Maior, Roumanie

**RESPONSABLE(S)**

Liviu Marian

Professeur,

PhD.

Brîndușa Marian

Lecturer, PhD.

Viorica KLEIN

**DUREE (DURATION)**

20 heures

5 ECTS

Mots-clefs :

Key- Words.

project manager

specifications of the project

**LIEU DE FORMATION**

(place)

**PUBLIC :**

Students in master degree II-nd year in public administration, servant and managers in different levels of organization administration.

**PRÉ-REQUIS : (PRE-REQUIRED)**

technological skills, medium level computer skills

**OBJECTIFS : OBJECTIVES –KNOW-HOW**

The course explains for the students what project management use now in public administration, which methodology to use in structured project processes and why a large percentage of projects fail. Practically, students learn how to manage projects efficiently in four phases: pre-planning, detailed planning, implementation the project and post-project review. By theoretically knowledge and practice with tutorial (case study, use software, needs analysis, matrix of constrains) finally student must create a project in public administration.

**PLAN :**

Contents

6. Introducing Project Management
7. Project Initiation Concepts
8. Creating Project Plan. Project Planning and Scheduling
9. Project Cost Management
10. Project Risk Management
11. Implementation, Monitoring and Controlling the Project
12. The project team
13. Computer applications in project management
14. Public administration and european programmes

Contrôle des connaissances : examination

**Multiple-choice questions, Short paper, IT utilization**

**Guided practical case on computer**

Examen final : final examination (2 hours)

**Description****Project Management in EU Administration**



Made projects are not new but economic pressures of the industrialized world, competition between rival organizations constitute for project workforce to the development of new techniques. Project generated a process which starts when the customer or investor first conceives the idea of a project. All projects share one common characteristic – the projection of ideas and activities into new endeavors.

Project management is more effective when it makes appropriate use of sophisticated techniques and facilities, is a highly specialized branch of management.

Project planning starts with a definition of objectives of the project. This is obtained by answering two basic questions:

1. Why is this project needed?
2. What benefits are expected from the project?

The objectives of any project can be grouped under three headings: performance, budget and time to completion. The objectives are interrelated. A project for social problems are limited funds and have to be controlled very much the costs and it is obvious aim a good project in all aspects of the project.

Some examples of projects are:

- organizing social actions;
- introducing new service;
- making changes to a management structure or processes;
- planning a training session or conference.

The feasibility study decides on the basic configuration of the result (product) of the project.

The project manager should have a general understanding of administrative procedures as they will be applied throughout the project organization. The project manager may be asked to solve interface problems the solutions to which need some knowledge of how the units operate. They must then be able to select the salient facts for a set of data or a particular arrangement of circumstances.

An effective organization will ensure that clear lines of authority exist and that every member of the project knows what he must do to make the project success.

The project plan covers the programme, financing and allocation of resources for the whole programme. It is the key to the management of the project and basis for implementation and cost control.

All projects may be planned and carried out in the following four phases: pre-planning (needs objectives, feasibility); detailed planning (tasks, resources, effects); implementation, monitoring and controlling; post-project review.

Projects range from the simple project to a number of interlinked complex projects.

In the case of a large project, the project manager requires the support of other people selected in the project team.

Risk management is the process by which risk to the project are formally identified, quantified and managed. A project risk may be identified at any stage of the project by completing a risk form and recording the relevant risk details within the risk register. Must identify the likely categories of risk for the project, to quantify the risk and to measuring the impact of each risk.

Project control is based on progress reports showing what is being achieved against the plan.

A change management process is a method by which change to the project scope, deliverable, time scale or resources are identified, evaluated and approved prior to implementation. Without a formal change process in place, the ability of the project manager to effectively manage to scope of the project may be compromised.

All the project management activities referred to above can be carried out manually, but they can all be handled much more effectively by the use of computer software.

## **Contents of the course**

### **Introduction**

#### **1. Introducing Project Management**

- 1.1 Defining a project. Projects vs. operations
- 1.2 The emergence of project management in a public organization. Perform an environmental analysis. Management by project
- 1.3 Defining project management. A four phase project model
- 1.4 The elements of project management. Projects objectives
- 1.5 The key success in project: management of tasks, resources, time and money
- 1.6 Training for developing goods projects

**Sources:** Textbook, Case-study

**Examination:** Test with multiple choice question

## **2. Project Initiation Concepts**

- 2.1 Identifying the aspects of the reality which result the need for creating the project. Environmental analysis
- 2.2 Description of objectives opportunity and the impact that realization of the project. Listing the key objectives of the project
- 2.3 Description of the project deliverables
- 2.4 Creating a feasibility study. Use of checklist
- 2.5 Managing stakeholder expectations

**Sources:** Textbook, Case-study

**Examination:** Short paper

## **3. Creating Project Plan. Project Planning and Scheduling**

- 3.1 Project life cycle
- 3.2 The task list, the heart of the project plan. The methods use for create the task list
- 3.3 Dependencies between tasks by the causal or logical connection
- 3.4 Assigning resources people, materials, equipments, money, and duration. Estimating resource needs
- 3.5 Scheduling labour, equipment and material resources within the project

**Sources:** Textbook, Case-study

**Examination:** Test with multiple choice question

## **4. Project Cost Management**

- 4.1 Process of calculating the costs of the identified resources
- 4.2 The difference between cost estimating and pricing
- 4.3 The categories of cost. Estimating project costs
- 4.4 Developing the project budget. The cost baseline
- 4.5 Implementing cost control. Corrective actions. Updating the budget
- 4.6 Financial plan. Forecast the costs. Build an expense schedule

**Sources:** Textbook, Case-study

**Examination:** Test with multiple choice question

## **5. Project Risk Management**

- 5.1 Identify the risks. Risks categories
- 5.2 An approach systematic and scientific for risk identification (brainstorming, Delphi technique, analyzing SWOT, etc.)
- 5.3 Qualitative risk analysis. Impact matrix
- 5.4 Quantitative risk analysis. Decision tree
- 5.5 Creating risk responses. Transferring the negative risk

## 5.6 Implementing risk monitoring and control

**Sources:** Textbook, Case-study

**Examination:** Short paper

### 6. Implementation, Monitoring and Controlling the Project

- 6.1 The procedures for implementing the project. Authorizations. Preliminary organization of the project
- 6.2 Subcontracting the activities. Planning for purchases. Contracting plan
- 6.3 Physical preparations and organization of work. Work instructions
- 6.4 Managing progress of implementation. Corrective measures
- 6.5 Managing changes. Classification of changes. Forms and procedures
- 6.6 Formal project closure. Reporting documents. Post project review

**Sources:** Textbook, Case-study

**Examination:** Test with multiple choice question

### 7. The project team

- 7.1 Selecting the team in full-time or part-time. Concept of synergy. Identifying potential for the project team
- 7.2 The posts and the project hierarchy.
- 7.3 The responsibility of the project manager. Skills and knowledge's. Delegated authority.
- 7.4 Group behaviour. Team anxiety. Psychological points for are some teams winners.

**Sources:** Textbook, Case-study

**Examination:** Short paper

### 8. Computer applications in project management

- 8.1 Activities project when the computer system can be implemented
- 8.2 System requirement. Commonly software
- 8.3 Project control data
- 8.4 Typical applications. Case study project

**Sources:** Textbook, Case-study

**Examination:** IT utilization

### 9. Public administration and European programmes

- 9.1 Programmes and projects
- 9.2 Needs and priorities social and administrative live
- 9.3 Euro founding system to get funds for projects
- 9.4 Other financing sources for national regional and local projects

**Sources:** Textbook, Case-study

**Examination:** Test with multiple choice question

#### Reference:

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2. Armstrong, M., A handbook of management techniques, Kogan Page, London, 1993.
3. Burton, C., A practical guide to project management, Kogan Page, London, 1992.
4. Lock, D., Project management, Gower, London, 1996.

5. Lowery, G., Managing projects with Microsoft Project, ITP, New York, 1998.
6. Phillips, J., Project Management PMP, McGraw Hill, San Francisco, 2006.
7. Raynal, S., Le Management pour Projet, Les Edition d'Organisation, Paris, 1996.
8. Westland, J., The Project Management Life Cycle, Kogan Page, London, 2006.
9. AFNOR, Le Management de Projet. Principies et pratique, AFNOR, 1991.

### **III.4 Political and Public Communication - 5 ECTS**

**Prof. YVES POIRMEUR, UVSQ, France**

**RESPONSABLE(S)**

Yves Poirmeur  
Professeur

**DUREE (DURATION)**

20 heures

Mots-clefs :

Key-Words.

communication issues, purpose, stakeholders, specialization, marketing, public policy, information opinion analysis, power, decision..

**LIEU DE FORMATION**

(place)

Université de Versailles

**PUBLIC :**

Students who have completed a Master 1 degree, manager of public administration through validation of professional experience

**PRÉ-REQUIS : (PRE-REQUIRED)**

none

**OBJECTIFS : OBJECTIVES –KNOW-HOW**

Understanding of the specifics of political and public communication by explaining the specific issues for the political and administrative officers, and by presenting the logical formation and transformation in the management of political communication.  
Analyze the evolution of technical knowledge about political communication

**PLAN :**

**Partie préliminaire :** introduction à la communication politique et à la communication publique

**Première partie :** La communication et l'accès au pouvoir

**Deuxième partie:** La communication et l'exercice du pouvoir

**Troisième partie :** La communication et l'exercice d'une influence sur le pouvoir

Contrôle des connaissances : examination

**Questions à choix multiples. Multiple-choice questions.**

**Cas pratique orienté. Guided practical case**

Examen final : final examination ( 2 hours)

## **DESCRIPTION**

Objectifs : Permettre à l'étudiant de comprendre les spécificités de la communication politique en en dégageant les enjeux particuliers pour le personnel politique et administratif, en présentant les logiques de constitution et de transformation du métier de communicateur politique et en analysant l'évolution et les particularités des techniques et des savoirs qu'ils emploient.

### **Plan**

#### **Partie préliminaire : introduction à la communication politique**

##### I. Qu'est-ce que la communication ?

##### 1. Les formes d'échanges communicationnels

###### 1) La communication interpersonnelle

. Communication de face à face

. Communication verbale et non verbale

###### 2) La communication médiatisée

. Logosphère

. Graphosphère

. Vidéosphère

. Internet : un méta-média

###### 3) La communication des organisations

. Communication interne et communication externe

. Communication publique et communication privée

##### 2. Les finalités de l'échange communicationnel

###### 1) Les enjeux Identitaires

###### 2) Les enjeux informationnels

###### 3) La recherche de l'influence : manipulation, publicité et propagande

##### 3. La rationalisation de la communication

###### 1) La recherche de l'efficacité

. Le développement de la propagande et de la publicité

. Le marketing

###### 2) La spécialisation des métiers de la communication

###### 3) Le développement des sciences de la communication

##### II. Qu'est-ce que la communication politique ?

##### 1. Une communication politiquement orientée

###### 1) La légitimation du pouvoir

###### 2) La conquête du pouvoir

###### 3) L'action publique et l'exercice du pouvoir

##### 2. Une communication spécialisée

###### 1) La spécialisation des métiers de la communication politique

###### 2) La division du travail communicationnel entre hommes politiques et communicants

###### 3) Le développement de techniques spécifiques : le marketing politique

##### 3. La différenciation des scènes de la communication politique

###### 1) Les arènes politiques

###### 2) La multiplication des scènes médiatiques

###### 3) La diversification des modes d'accès aux publics

#### **Première partie : La communication et l'accession au pouvoir**

## I. Les partis politiques comme entreprises communicationnelles

1. La construction des marques politiques
2. La collectivisation des moyens de conquête du pouvoir politique
3. Le transfert du capital partisan : l'investiture des candidats
4. L'identité stratégique des candidats

## II. Le recours au marketing politique

1. L'invention du marketing politique
2. L'analyse des marchés électoraux
3. L'élaboration de la stratégie électorale

## III. La réalisation de la campagne électorale

1. L'équipe et les moyens de campagne
2. L'encadrement juridique du financement et des procédés de campagne
3. La combinaison des techniques de communication directes et médiatisées

## **Deuxième partie: La communication et l'exercice du pouvoir**

### I. La mise en scène du pouvoir politique

1. La symbolisation du pouvoir
2. La mise en forme protocolaire du pouvoir
3. Les rituels d'État

### II. La légitimation des dirigeants

1. La gestion de la popularité politique
2. L'information des citoyens
3. L'animation du débat public

### III. La justification des politiques publiques

1. L'information et la concertation
2. La démocratie participative
3. La démocratie délibérative

## **Troisième partie : La communication et l'exercice d'une influence sur le pouvoir**

### I. La communication des groupes d'intérêt

1. La légitimation des intérêts
2. Les instruments de médiatisation des intérêts
3. L'intervention dans la définition de l'agenda politique

### II. La communication dans l'action collective

1. Les répertoires de l'action collective
2. Les techniques de mobilisation et de grandissement des causes
3. La construction d'événements médiatiques



### **III.5 European Public Policies - 5 ECTS**

**MCF DIDIER BLANC, UVSQ, France**

#### **RESPONSABLE(S)**

Didier Blanc  
MCF HDR

#### **DUREE (DURATION)**

20 heures

Mots-clefs :  
Key-Words.

powers of the Union, public policy, agriculture, transport, trade, money, employment, energy, public health, culture, environment, security, foreign policy, police cooperation, judicial cooperation

#### **LIEU DE FORMATION**

(place)  
Université de Versailles

**PUBLIC :**

Students who have completed a Master 1 degree,  
manager of public administration through validation of professional experience

**PRÉ-REQUIS : (PRE-REQUIRED)**

none

**OBJECTIFS : OBJECTIVES –KNOW-HOW**

Provide a broad and a concrete vision of European action.  
Presentation of the main powers of the Union with legal knowledge, financial  
and political.  
Building instruments for measuring the impact of the union upon the European  
member states

**PLAN :**

*Titre I : Les politiques publiques communes*

*Titre II : Les politiques publiques partagées avec les Etats membres*

*Titre III : Les politiques publiques complémentaires des Etats membres*

*Titre IV Les politiques conduites par les Etats membres*

Contrôle des connaissances : examination

**Questions à choix multiples. Multiple-choice questions.**

**Cas pratique orienté. Guided practical case**

Examen final : final examination ( 2 hours)

**Description**Objectifs du cours :

- Donner une vision transversale et concrète de l'action européenne.
- Assurer une liaison avec d'autres cours du Master européen (Droit des Finances publiques européennes, Histoire des institutions européennes, Management de projets européens, Sociologie politique de l'action publique européenne).
- Présentation des principales compétences de l'Union à l'aide de connaissances juridiques, financières et politiques.

Problématiques du cours :

- Mise en lumière des relations entre les politiques publiques de l'Union et celles des Etats membres
- Bâtir des instruments de mesure de l'influence européenne sur les Etats membres - Décrypter le financement des compétences de l'Union.

Thèmes du cours :

Cohésion économique et sociale. Coopération policière et judiciaire. Politique agricole commune. Politique commerciale commune. Politique étrangère et de sécurité commune. Politiques sectorielles communautaire (culture, énergie, environnement, R&D, relations extérieures, santé, social, transports). Union économique et monétaire.

**Plan du cours « Politiques publiques de l'Union européenne »**

*Titre I : Les politiques publiques communes*

- Chapitre 1 : La politique agricole commune
- Chapitre 2 : La politique commune des transports
- Chapitre 3 : La politique commerciale commune
- Chapitre 4 : L'Union économique et monétaire

*Titre II : Les politiques publiques partagées avec les Etats membres*

- Chapitre 1 : L'aménagement du territoire européen
- Chapitre 2 : L'emploi et la politique sociale
- Chapitre 3 : L'énergie

*Titre III : Les politiques publiques complémentaires des Etats membres*

- Chapitre 1 : La santé publique
- Chapitre 2 : Education et culture
- Chapitre 3 : L'environnement

*Titre IV Les politiques conduites par les Etats membres*

- Chapitre 1 : La politique étrangère et de sécurité commune
- Chapitre 2 : La coopération policière et judiciaire en matière pénale

### III.6 E-Government Practice and Law - 5 ECTS

**Prof. MARCO MANCARELLA, Prof. GIOVANNI PELLERINO, Università del Salento, Italy**

**RESPONSABLE(S)**

Giovanni Pellerino  
Marco Mancarella  
Professeurs      Università del Salento

**DUREE (DURATION)**

20 heures

Mots-clefs :

Key-Words.

e-Government  
Information society  
Digital law  
Public Institutions

**LIEU DE FORMATION**

(place)

Università del Salento

**PUBLIC :**

Students who have completed a Master 1 degree,  
Manager of public administration through validation of professional  
experience

**PRÉ-REQUIS : (PRE-REQUIRED)**

none

## **OBJECTIFS : OBJECTIVES –KNOW-HOW**

The goal of the course is to offer an overall view of e-government focusing on the most important concrete thematic as currently used into the professional public area. At the end of the course the attendees will have a good knowledge of the E-Government and its issues, to face up with the main issues of the digital public processes.

### **PLAN :**

1. *The information society and the E-Government policies.*
2. *Basic elements of the electronic document*
3. *Organizational structure of the E -Government and the rules of the E-Procurement*

Contrôle des connaissances : examination

**Questions à choix multiples. Multiple-choice questions.**

**Colloques**

Examen final : final examination ( 2 hours)

## **Description**

Aims:

The course moves from the study of the genesis of the Information Society in the European contest aiming at defining the most relevant compare and contrast of the State regulations. The contents of the course affect Information Society. The main goal of the course is to offer an overall view of the subject focusing on the most important concrete thematic as currently used into the professional public area. At the end of the course the attendees will have a good knowledge of the e-Government and its issues, to face up with the main issues of the digital public processes.

The Course has the purpose to form public employees, or aspirants, to the management of every profile of administrative activity through the correct use of the ICTs. The so formed public employee will be therefore able to manage today the delicate process of digitization of the Public Administration, in order to have a full realization in Europe of the principles of effectiveness, efficiency and inexpensiveness of the administrative agree.

### **1) Information Society: its Origins**

**Aims:** The attendants will acquire a deep knowledge on the concept of Information Society, with particular attention to its origins.

**Sources:** documents, textbooks, sources of EU Law;

**Examination:** test with multiple-choice questions.

### **2) Information Society: its Development**

**Aims:** The attendants will acquire a deep knowledge on the concept of Information Society, with particular attention to its development.

**Sources:** documents, textbooks, sources of EU Law;

**Examination:** test with multiple-choice questions.

**3) European e-Government policy**

**Aims:** The attendants will acquire a deep knowledge on the content of the European politics concerning e-Government. The so formed public employee will be therefore able to always use the administrative tools of e-Government.

**Sources:** documents, textbooks, sources of EU Law;

**Examination:** test with multiple-choice questions.

**4) Domestic e-Government policy**

**Aims:** The attendants will acquire a deep knowledge on the content of the Domestic politics concerning e-Government. The so formed public employee will be therefore able to always use the administrative tools of e-Government.

**Sources:** documents, textbooks, sources of EU Law;

**Examination:** test with multiple-choice questions.

**5) New digital rights**

**Aims:** The attendants will acquire a deep knowledge on the concept of New digital rights, with particular attention to their legal protection.

**Sources:** documents, textbooks, sources of EU Law;

**Examination:** test with multiple-choice questions.

**6) Open source**

**Aims:** The attendants will acquire a deep knowledge on the concept of Open source software.

**Sources:** documents, textbooks, sources of EU Law;

**Examination:** test with multiple-choice questions.

**7) Copyright**

**Aims:** The attendants will acquire a deep knowledge on the concept of Copyright, , with particular attention to its legal protection.

**Sources:** documents, textbooks, sources of EU Law;

**Examination:** test with multiple-choice questions.

**8) E-Democracy**

**Aims:** The attendants will acquire a deep knowledge on the content of the European politics concerning e-Democracy. The so formed public employee will be therefore able to always use the innovative tools of the e-Democracy.

**Sources:** documents, textbooks, sources of EU Law;

**Examination:** test with multiple-choice questions.

**9) Digital divide: global divide**

**Aims:** The attendants will acquire a deep knowledge on the concept of Digital divide, with particular attention to global divide.

**Sources:** documents, textbooks, sources of EU Law;

**Examination:** test with multiple-choice questions.

**10) Digital divide: social divide**

**Aims:** The attendants will acquire a deep knowledge on the concept of Digital divide, with particular attention to social divide.

**Sources:** documents, textbooks, sources of EU Law;

**Examination:** test with multiple-choice questions.

### **11) The Electronic Document**

**Aims:** The attendants will acquire a deep knowledge on the content of the European politics concerning digital document, with particular attention to his legal and economic value. The so formed public employee will be therefore able to manage today the digital documents of the Public Administration.

**Sources:** documents, textbooks, sources of EU Law;

**Examination:** test with multiple-choice questions.

### **12) The process of dematerialization**

**Aims:** The attendants will acquire a deep knowledge on the content of the European politics concerning the transformation of the papery document (analogical) in electronic document (digital). The so formed public employee will be therefore able to manage today the process of transformation document in the Public Administration.

**Sources:** documents, textbooks, sources of EU Law;

**Examination:** test with multiple-choice questions.

### **13) The digital signature**

**Aims:** The attendants will acquire a deep knowledge on the content of the European politics concerning the transformation of digital signature. The so formed public employee will be therefore able to manage today the electronic signatures in the Public Administration activity.

**Sources:** documents, textbooks, sources of EU Law;

**Examination:** test with multiple-choice questions.

### **14) The electronic administrative act and its errors**

**Aims:** The attendants will acquire a deep knowledge on the content of the European politics concerning electronic administrative document, with particular attention to his characters of legitimacy or administrative illegitimacy. The so formed public employee will be therefore able to always use the rightful power and the rightful administrative tools.

**Sources:** documents, textbooks, sources of EU Law;

**Examination:** test with multiple-choice questions.

### **15) E-Procurement**

**Aims:** The attendants will acquire a deep knowledge on the content of the European politics concerning e-Procurement. The so formed public employee will be therefore able to always use the administrative tools of e-Procurement.

**Sources:** documents, textbooks, sources of EU Law;

**Examination:** test with multiple-choice questions.

### **16) Certified e-mail**

**Aims:** The attendants will acquire a deep knowledge on the content of the European politics concerning certified e-mail. The so formed public employee will be therefore able to always use rightful the tool of e-mail.

**Sources:** documents, textbooks, sources of EU Law;

**Examination:** test with multiple-choice questions.

### **17) Public Administration: its websites**

**Aims:** The attendants will acquire a deep knowledge on the content of the European politics concerning Public websites. The so formed public employee will be therefore able to always use the tools of internet and so the own public website.

**Sources:** documents, textbooks, sources of EU Law;

**Examination:** test with multiple-choice questions.

#### **18) Trashware and computer reuse**

**Aims:** The attendants will acquire a deep knowledge on the content of the European politics concerning trashware and computer reuse. The so formed public employee will be therefore able to always use the computer tools with attention to the environmental sustainability.

**Sources:** documents, textbooks, sources of EU Law;

**Examination:** test with multiple-choice questions.

#### **19) E-Justice**

**Aims:** The attendants will acquire a deep knowledge on the content of the European politics concerning the e-Justice process. The so formed public employee will be therefore able to always use the e-Justice tools.

**Sources:** documents, textbooks, sources of EU Law;

**Examination:** test with multiple-choice questions.

#### **20) E-Voting**

**Aims:** The attendants will acquire a deep knowledge on the content of the European politics concerning e-Voting. The so formed public employee will be therefore able to always use the innovative tools of the e-Voting, still not today totally developed in Europe.

**Sources:** documents, textbooks, sources of EU Law;

**Examination:** test with multiple-choice questions.

## Articolo 15

Per quanto non espressamente previsto si rimanda allo Statuto dell'Ateneo, al REGOLAMENTO PER L'ATTIVAZIONE E L'ORGANIZZAZIONE DEI MASTER UNIVERSITARI E DEI CORSI DI PERFEZIONAMENTO (Emanato con D.R. n. 409 in data 07/04/2011), all'accordo del 3 /12/2010 D.R. 1749 e ai verbali sottoscritti dalle Università partner.