



SUBJECT DATASHEET

PUBLIC ADMINISTRATION MANAGEMENT KNOWLEDGE

BMEGT51S501

I. SUBJECT DESCRIPTION

1. SUBJECT DATA

Subject name

PUBLIC ADMINISTRATION MANAGEMENT KNOWLEDGE

ID (subject code)

BMEGT51S501

Type of subject

part - time training in distance learning - contact lessons

Course types and lessons

<i>Type</i>	<i>Lessons</i>
Lecture	7
Practice	0
Laboratory	0

Type of assessment

exam

Number of credits

4

Subject Coordinator

Name Position Contact details

Dr. Tóth Péter professor toth.peter@gtk.bme.hu

Educational organisational unit for the subject

Department of Technical Education

Subject website

<https://edu.gtk.bme.hu>

Language of the subject

magyar-HU

Curricular role of the subject, recommended number of terms

Programme: **Mentor teacher programme from 2021/22/Term 2**

Subject Role: **Compulsory**

Recommended semester: **1**

Programme: **Measurement-assessment specialist teacher from 2021/22/Term 2**

Subject Role: **Compulsory**

Recommended semester: **1**

Programme: **Public education manager programme from 2021/22/Term 2**

Subject Role: **Compulsory**

Recommended semester: **1**

Direct prerequisites

Strong • alapképzési vagy főiskolai szintű szakhoz (BA/BSC) kapcsolódó pedagógus munkakör betöltésére feljogosító oklevél és 3 év köznevelési intézményben szerzett szakmai gyakorlat • mesterképzési szakhoz kapcsolódó egyetemi szintű (MA) pedagógus munkakör betöltésére feljogosító oklevél és 3 év oktatási intézményben szerzett szakmai gyakorlat

Weak None

Parallel None

Exclusion None

Validity of the Subject Description

Approved by the Faculty Board of Faculty of Economic and Social Sciences, Decree No: 580768/11/2022. Valid from: 26.10.2022.

2. OBJECTIVES AND LEARNING OUTCOMES

Objectives

The aim of the course is to provide the student with comprehensive, general, but also practical knowledge about the system of the Hungarian state organization, the Hungarian municipal system, the basic legal concepts, the organization and operation of the European Union. It can interpret the tasks and competences relevant at different levels of the administrative system, in particular the education administration, learn about the legal regulation of the system of public education and vocational training and the tasks of law enforcement in the field of public education and vocational training. Be able to think in a system when analysing the operation of public education and vocational training, interpret it in the context of domestic and international influences affecting the development and development of institutional education. The student can give an overview of Hungary system of public finances, the types of budgetary bodies, and learn about the financing system of the Hungarian system of public education and vocational training, the available resources, the development of the budget and management of public education and vocational training institutions.

Academic results

Knowledge

1. It knows the constitutional foundations of the Republic of Hungary, the structure and systemic functioning of public administration, the main tasks and powers of central and territorial administrations.
2. You know the types, structure, operation, mandatory and voluntary tasks of the municipalities.
3. It has basic legal knowledge, knows the legislative bodies, the hierarchy of laws, is aware of the basic criteria of validity and validity, the structure of legal norms, the main procedural rules of application of the law.
4. It is familiar with the main areas of activity of the European Union, the types of powers conferred by the EU's founding treaties, and has a basic knowledge of the EU's institutional system and legal system.
5. It understands the legal regulations of public education and vocational training, knows the important sources of law of public education and vocational training, the hierarchical order and the main content of each legislation.
6. Provide an overview of the hierarchical levels of application of the law.
7. It has basic public finances knowledge, is aware of the budget and management of public education and vocational training institutions.

Skills

1. It is able to navigate the system of public administration and to recognize the relationships. It is able to see the public authority and public service tasks of local governments in a system. It is able to see the activities of the governing body at central and local level in a system. He is able to use his basic legal knowledge in the exercise of his active citizenship duties. It is able to recognize the macro-social and microenvironmental relationships of institutional education. It has the capacity to administer in need of basic legal knowledge. It is able to apply its basic knowledge of the European Union in practice (in the implementation and management of proposals, projects). It is capable of interpreting legal cases relevant to public education and vocational training. It is capable of interpreting and applying in practice the laws necessary for the professional performance of their duties for those working in managers and teachers' positions at different levels.

Attitude

1. Receptive to the application of basic administrative and legal knowledge.
2. Open to the use of online law libraries
3. Open to the use of e-administration, online administration.
4. Seek to understand the sectoral objectives for the development of education.
5. Seeks cooperation in the preparation of institutional regulations and in the practical application of legal provisions.
6. Cooperates with the direct maintenance/management body, strives to improve the network of relations.
7. Committed to continuous professional renewal, self-education, and is also motivated to continuously renew his administrative knowledge

Independence and responsibility

1. It carries out tasks independently and/or in its institutional community in the analysis and development of the professional work of its own institution.
2. In the course of his work, in the given context, he can apply his basic legal knowledge independently.
3. It helps the legitimate functioning of the institution by making independent, constructive proposals.

Teaching methodology

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Materials supporting learning

- Kapa Mátyás: Közigazgatási vezetési ismeretek, jegyzet, BMGE Műszaki Pedagógia Tanszék, Budapest 2019.
- Szabóné dr. Berki Éva: Intézményi gazdálkodási ismeretek jegyzet, BMGE Műszaki Pedagógia Tanszék, Budapest 2017.
- Magyarország Alaptörvénye
- 2011. évi CXCV törvény a nemzeti köznevelésről
- 2019. évi LXXX. törvény a szakképzésről
- 2011. évi CXCV törvény az államháztartásról
- 2011. évi CLXXXIX törvény Magyarország helyi önkormányzatairól
- 2011. évi LXVI törvény az Állami Számvevőszékről

- 2010. évi CXXVI törvény a fővárosi és megyei kormányhivatalokról, valamint a fővárosi és megyei kormányhivatalok kialakításáról és a területi integrációval összefüggő törvénymódosításokról
- 368/2011. (XII. 31.) Korm. rend. az államháztartásról szóló törvény végrehajtásáról
- 310/2017. (X. 31.) Korm. rendelet a Magyar Államkincstárról
- 134/2016. (VI.10.) Korm.rendelet az állami köznevelési közfeladat ellátásában fenntartóként részt vevő szervekről, valamint a Klebelsberg Központtról
- 2011. évi CXCV. törvény végrehajtásáról szóló 229/2012. (VIII.28.) Korm.rendelet
- A szakképzésről szóló törvény végrehajtásáról szóló 12/2020. (II.7) Korm. rendelet
- 20/2012. (VIII. 31.) EMMI rendelet a nevelési-oktatási intézmények működéséről és a köznevelési intézmények névhasználatáról
- Blutman László: Az Európai Unió joga a gyakorlatban. HVG-ORAC Lap- és Könyvkiadó Kft. Budapest, 2010.
- Czenczer Orsolya – Kapa Mátyás – Szira Zoltán: Jogi alapismeretek. Századvég, Budapest, 2010.
- A jegyzethez készített prezentációk.
- A jegyzethez készített online tesztek

II. SUBJECT REQUIREMENTS

TESTING AND ASSESSMENT OF LEARNING PERFORMANCE

General Rules

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Performance assessment methods

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Percentage of performance assessments, conducted during the study period, within the rating

Percentage of exam elements within the rating

Conditions for obtaining a signature, validity of the signature

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Issuing grades

Excellent	95
Very good	88-94 %
Good	75-87 %
Satisfactory	62-74 %
Pass	50-61 %
Fail	50 % alatt

Retake and late completion

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Coursework required for the completion of the subject

nem releváns	60
nem releváns	7
nem releváns	40
nem releváns	13
Összesen	120

Approval and validity of subject requirements

Consulted with the Faculty Student Representative Committee, approved by the Vice Dean for Education, valid from: 10.10.2022.

III. COURSE CURRICULUM

THEMATIC UNITS AND FURTHER DETAILS

Topics covered during the term

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- 1 A magyar államszervezet rendszere. A helyi önkormányzatok típusai, szerveztük, működésük, feladat- és hatáskörük. Jogi alapismeretek. Az Európai Unió intézményrendszere és jogrendszere. A köznevelés és szakképzés jogi szabályozása Jogalkalmazás a köznevelésben és a szakképzésben A köznevelés és szakképzés finanszírozása. Az egyes félévben meghirdetett kurzusok syllabuszaiban e témaelemeket ütemezzük a naptári és egyéb adottságok szerint.

Additional lecturers

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Approval and validity of subject requirements