

Security and Legal Services in Public Administration

MASTER'S STUDY PROGRAMME

Name of the study programme:	Security and Legal Services in Public Administration
Field of study:	9205T00 Safety and security sciences
Degree of study:	2nd
Form of study:	full-time / part-time
Standard duration of study:	2 / 3 academic years
Number of credits to graduate:	120 credits
Academic degree awarded upon completion of the study:	Master (Mgr.)

Guarantor of the study programme: prof.
Dr. Jozef BALGA, PhD.

Co-guarantors of the study programme:

prof. Ing. Jana MÜLLEROVÁ, PhD.
Dr. Karol MURDZA, PhD.

Description of the graduate's profile

General characteristics

The graduate in the study programme:

- has a broad knowledge of the theory and application of law in the field of the Security Public Administration Services. On its basis he/she acquires system and methodology on developing plans and conceptions of their activities and has necessary knowledge on development of their organizational structure, methods and forms of their work in accordance with development forecasting.
- acquires theoretical knowledge and practical skills which are necessary for developing the ability to apply them creatively in performing professional activities in organizations of public administration on the level of central and local state administration and municipal authorities.
- by using extensive theoretical knowledge can analyse current situation and individually elaborate conceptual purposes to solve it within the whole system.
- can effectively manage activities of organizations and expert working groups within the middle and senior management, organizes cooperation and coordinates their activities with other subjects participating in fulfilling tasks. Cooperates with managers and experts from other professions, uses modern theories of crisis management.
- can use his/her acquired knowledge in ensuring international cooperation and fulfilling tasks in accordance with the requirements of supranational and international security bodies and organizations.

The graduate has such theoretical knowledge that he/she is capable of continuing his/her university studies for a PhD degree.

Theoretical knowledge

The graduate in the study programme:

- acquires complex knowledge in the field where legal regulations are applied in performing professional activities and managing an organizational unit in the field of general internal administration, civil protection, crisis management, defence, protection against fires and other fields,
- can independently, creatively and complexly deal with phenomena and processes in the area on the basis of his/her scientific theoretical knowledge,
- acquires knowledge necessary for making internal regulations designed to specify the activities of individual organization units within the structure of public administration,
- acquires extensive knowledge of effective management of the activities performed by individuals, professional teams and controlled systems while applying modern management methods in the structure of security services,
- acquires knowledge necessary in the field of educational strategies, content, methods and forms of professional training of workers in the field of general internal administration, civil protection, crisis management and on the level of central and local state administration and municipal authorities.

Practical skills and abilities

The graduate in the study programme acquires abilities:

- to rationally deal with problems relating to professional performance, to promptly understand difficult and unexpected situations, to react to the situations adequately and to take necessary measures,
- to specify, suggest and implement complex solutions to increase the efficiency of the work of organizational unit,
- to direct his/her attention to the central tasks and problems which may arise during his/her practice and to the process of handling crisis situations,
- to systemically deal with information, gather, process and analyse data, using modern information technologies.

Additional knowledge, abilities and skills

The graduate in the study programme can:

- work individually in professional, specialized working teams within the middle and senior management and, after gaining some professional experience, coach them effectively,
- organize the cooperation with the bodies of state administration, local government, representatives of civil associations and natural persons in order to effectively provide fulfilment of their tasks,
- present legal and organizational issues concerning activities of controlled organizational unit to particular categories of individuals,
- undertake his/her professional activity in compliance with legal and ethical norms and ensure that they are followed also in his/her working environment,
- follow new trends in the field of the security public administration services and apply them creatively in practice as well as effectively extend and broaden his/her knowledge in the field of his/her study and stimulate his/her further professional development.
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Prospects of the graduate

Graduates can hold positions of: public administration employees – managers or specialists in the security public administration services within middle and senior management of local state administration and municipal authorities and in the field of general internal administration, protection against fires, civil protection, defence and crisis management.