



## Lazarski University

### Public Administration

#### Study details

**Course type:** Bachelor's degree

**Degree:** BA Degree

**Study mode:** Part time

**Duration:** 36 Month

#### Cost of study

**Cost :** 6 000 PLN

**Reg. fee :** 85 PLN

**Scholarship :**

**Insurance :** N/A PLN

#### Intake/s

Oct

#### Requirements

##### REQUIRED DOCUMENTS:

- A passport-style photo (3.5 x 4.5) uploaded into your personal account.
- Application Form - printed out from candidate's personal account in color and signed with your full name and surname.
- Passport scan – to confirm and verify your personal data.
- Original High School Diploma/Certificate with at least 55% of GPA legalized in the Polish Embassy or apostilled.
- Sworn translation of High School Diploma/Certificate and transcript of grades into Polish language. In case of the Double Degree Program you have to additionally provide sworn translation of your documents into English.
- Eligibility statement or no-objection letter from the Ministry of Education, stating that the obtained High School Diploma/Certificate entitles candidate to continue the higher education in the country where the diploma/certificate was issued (if needed).
- Language certificate proving the level of language of your instruction is at least B2 (or positive result of Skype interview with our lecturer).
- Signed commitment to purchase National Health Fund (NFZ) insurance upon arrival.
- Payment confirmation of application fee and first semester tuition fee\*\*.
- Signed electronic agreement on the conditions of studies.

#### Accommodation

Provided by partner agencies

278-770 EUR (per month)

## Additional information

## Programme description

Administration is one of the largest industries in Poland. Due to the constant modernization and expansion of the catalog of public services, it is looking for specialists. The didactic methods used in the classes of this specialization develop practical skills for making independent, substantive, constructive and lawful decisions.

## Career Perspectives

Graduation from this specialisation allows you to use the skills gained in all structures of state and local government offices and bodies, as well as in consulting companies providing services to public administration.

### Career after studies:

- public administration, including state and local government,
- positions in the civil service; including managerial,
- employment offices, tax offices, customs and treasury offices, court administration,
- administration of uniformed services such as the Police, Border Guards, Municipal and Communal Guards, Provincial Military Staff, etc.,
- non-governmental organizations cooperating with public administration,
- administration of international organizations and institutions of the European Union,
- economic administration.

## Programme benefits

### As a student:

- you will learn the techniques of quality management in modern public administration,
- you will gain knowledge of, among others, administrative law, administrative procedure, business law, which will facilitate your work in public administration,
- you will gain experience in working with the latest information and communication technologies used in e-government systems - in classes you will use, among others, the Electronic Platform for Public Administration Services and applications supporting information management,
- you will gain knowledge from the best - we are taught by prominent academics and experienced public administration practitioners,
- you will complete an industry-specific English course,
- you can take advantage of the wide selection of internships offered by the university - among others, in the City Hall of Warsaw, the Office of the Ombudsman for Children, embassies, government offices,

- you can take advantage of the Erasmus+ program, among others. from a trip to a partner university and a trip to foreign internships,
- based on the professional qualifications and legal knowledge gained, you will be able to take up employment in public administration,
- you will be prepared to continue your education at the level of second degree and postgraduate studies,
- you will acquire the basic knowledge necessary to run your own business,
- you will realize a number of study visits and classes in real conditions, with the constant support of staff with extensive teaching, scientific and practical experience.