	<b>COURSE INTRODUCTION FORM</b>	Document No.	<b>FR.031</b>
		First Publication Tar.	<b>10.05.2022</b>
		Rev. Tar./No.	<b>-/00</b>
Document Responsible: Directorate of the Ins. Of Sec. Sci.			

**Course Title** : **Administrative Structure of Türkiye**

**Language of Instruction** : Turkish

**Course Objective** : The aim of the course is to inform the students about the basic concepts, principles and prominent institutions related to the state structure of the Republic of Turkey and to teach inter-institutional relations and inter-level functioning.

**Course Level** : Compulsory

**Course Type / Contents** : In this course, the administrative system of Republic of Turkey and functioning of state on a historical and theoretical basis are represented. First of all, basic concepts related to public administration such as administration, management, politics, state, government, political economy, bureaucracy etc. are explained. Public administration is described with a state-oriented perspective. Types of state (unitary, federal, and regional) are introduced through the central administration and decentralization principles. The central administration and decentralization components of the Republic of Turkey, a unitary state, are explained by their sub-constituents. The whole administrative system consisting of central administration (central departments in Capital), provincial administration, local government and public institutions is presented. Within the scope of this course, law enforcement administration/internal security administration will also be examined in particular. Current affairs and transformations are interpreted via case studies of public organizations with a critical approach.

**Course Credits** : 3

**Course Semester** : Spring

**Course Lecturer** : Doç.Dr. Ozan Zengin

**Course Lecturer Nu.** : -

**Department Coordinator** : Prof.Dr. Elif Çolakoğlu

**Prerequisite** : -

**Teaching Techniques** : Lecture through slides, review of legislation and policy documents, examining the administrative practices

**Reading List** :

Bilal Eryılmaz, *Kamu Yönetimi: Düşünceler, Yapılar, Fonksiyonlar, Politikalar*, Umuttepe Yayıncılık, Kocaeli.


Birgül Ayman Güler, *Türkiye'nin Yönetimi-Yapı*, İmge Kitabevi, Ankara.

Erdem Özgür (Ed.), *İdare Hukuku*, JSGA Basımevi, Ankara.

Kemal Gözler, *Türkiye'nin Yönetim Yapısı*, Ekin Kitabevi, Bursa.

Onur Karahanoğulları, *İdare Hukuku*, Turhan Kitabevi, Ankara.

Ruşen Keleş, *Yerinden Yönetim ve Siyaset*, Cem Yayınevi, İstanbul.

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Tekin Avaner ve Barış Övgün (Ed.); *Genel Olarak İç Güvenlik Yönetimi*, Gazi Kitabevi, Ankara.


Tekin Avaner ve Can Umut Çiner (Ed.); *Karşılaştırmalı İç Güvenlik Yönetimine Giriş, Ülke Örnekleri*, Gazi Kitabevi, Ankara.

Tekin Avaner ve Ozan Zengin (Ed.); *Türkiye’de İç Güvenlik Yönetimi*, Gazi Kitabevi, Ankara.

### WEEKLY COURSE PLAN

Weeks	Course Subjects
1	Public administration and related concepts
2	State and public administration organization
3	Public administration approaches Principles of centralized administration and decentralized administration
4	State types: unitary, federal and regional state
5	Central administration: Presidency
6	Central administration: Ministry system
7	<b><i>Midterm Exam</i></b>
8	Provincial administration
9	Internal security administration
10	Local governments
11	Local government reform
12	Public establishments through different categories Public economic enterprises
13	Regulatory and supervisory bodies & Development agencies
14	Current developments in public administration
15	<b><i>Final Exam</i></b>

### ASSESSMENT METHODS

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Term Learning Activities	Quantity	Percentage, %
Attendance	-	-
Quiz	-	-
Midterm Exam	1	50
Practice	-	-
Term Project	-	-
Homework / Presentation	-	-
Final Exam	1	50
<b>Total</b>	<b>2</b>	<b>100</b>

#### ECTS\* (STUDENT WORKLOAD)

Activities	Quantity	Duration (Hour)	Total Workload
Lectures	14	3	42
Study hours out of classroom (Study before and after the class)	14	4	56
Presentation / Seminar	2	18	36
Project (Term Paper)	-	-	-
Homework	1	36	36
Midterm Exam	1	30	30
Final Exam	-	-	-
<b>Total</b>	<b>32</b>	<b>91</b>	<b>200</b>
<b>ECTS Credits</b>			<b>8</b>

#### COURSE LEARNING OUTCOMES


Bilgi İçin:  
 Görevi:  
 Telefon No:+90 (312)464  
 Belgeyi Çıkaran Makam:

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Nu	Explanation
<b>LO1</b>	Students learn basic concepts and approaches of public administration.
<b>LO2</b>	Students learn public administration on a state-oriented basis.
<b>LO3</b>	Students learn structural and functional properties of state in terms of historical, organizational and legal dimensions.
<b>LO4</b>	Students learn administrative principles of the Turkish Republic in accordance with the constitution and laws.
<b>LO5</b>	Students learn the structure of central administration, provincial administration.
<b>LO6</b>	Students learn the meaning of decentralization, different practices of it and also distinguishing features of local governments.
<b>LO7</b>	Students learn the public establishments through different categories.
<b>LO8</b>	Students learn law enforcement institutions and their functions.

### PROGRAM QUALIFICATIONS

No	Explanation	Course Contribution Level					
		0	1	2	3	4	5
<b>PO1</b>	Graduates have the conceptual knowledge of public administration by understanding the relationship between them in terms of theory and practice.						X
<b>PO2</b>	Graduates comprehend the multidisciplinary interaction related to the field of public administration.						X
<b>PO3</b>	Graduates have basic rules regarding the administrative rules of central-local relations.						X
<b>PO4</b>	Graduates have advanced knowledge of how to plan and realize them as well as being able to apply current research methods and techniques required by public administration as a science.						X

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<b>PO5</b>	Graduates can develop and deepen their knowledge in public administration at expert level based on their undergraduate level qualifications.						X
<b>PO6</b>	Graduates know the theories of administration and leadership, and based on these, they have the knowledge to report in various public institutions, especially security institutions, and to prepare their studies in accordance with academic rules.					X	
<b>PO7</b>	Graduates are attributed to their leadership and entrepreneurial abilities as individuals and as teams to solve any crisis, disruption or problem.					X	
<b>PO8</b>	Graduates follow developments that have arising in the fields of administration, law, politics, urbanization and environmental problems, which are the main branches of public administration in the world and the Republic of Turkey, in theory and practice with an academic perspective.						X

### CONTRIBUTION OF LEARNING OUTCOMES TO PROGRAM OUTCOMES

All	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
<b>LO1</b>	5	5	5	5	5	4	4	5
<b>LO2</b>	5	5	5	5	5	5	5	5
<b>LO3</b>	5	5	5	5	5	4	4	5
<b>LO4</b>	5	5	5	5	5	4	4	5
<b>LO5</b>	5	5	5	5	5	5	5	5
<b>LO6</b>	5	5	5	5	5	4	4	5
<b>LO7</b>	5	5	5	5	5	4	4	5
<b>LO8</b>	5	5	5	5	5	5	5	5

CONTRIBUTION LEVEL: 1- Very Low      2- Low      3- Middle      4-High      5-Very High

**Doç. Dr. Ozan Zengin**

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**Course Title** : **Decision Making and Ethics in Security Management**

**Language of Instruction** : Turkish

**Course Objective** : The aim of lesson; to ensure that the students are informed about decision making and ethical principles in security management and to enable them to develop their thinking skills in this relatively new field in the academic field.

**Course Level** : Selective

**Course Type / Contents** : Introduction to Security Management; Security Concept; State-Security Relationship; What is Decision Making?; Decision Making Process; Ethics Concept; Decision Making and Ethics Relation.

**Course Credits** : 3

**Course Semester** : Spring

**Course Lecturer** : Gend.Col.Assist.Prof.Dr. Erdem Özgür

**Course Lecturer Nu.** : -


**Department Coordinator** : Prof. Dr. Elif Çolakoğlu

**Prerequisite** : -

**Teaching Techniques** : Theoretical Lecture, Literature Review and Comparative Analysis


**Reading List** :

- Doğan Özlem, Etik: Ahlak Felsefesi, İnkılâp Kitabevi, İstanbul, 2004.
- Özturan, Hümeýra, “Etik ile Ahlak Arasında”, Türkçe Ahlak Felsefesi Literatürüne Dair Etik Kavramı Kullanımı Üzerinden Bir Değerlendirme”, Türkiye Araştırmaları Literatür Dergisi, C.9, S.17., 2011.
- Murat Okçu, “Kamu Yönetimi ve Ahlak: Yönetimsel Ahlak Üzerine Düşünmek mi Yoksa Modern Kamu Yönetimini Yeniden Düşünmek mi?”, Amme İdaresi Dergisi, C.41, S.2, Haziran 2008.
- Erkan Kırıl, “Yönetimde Karar ve Etik Karar Verme Sorunsalı”, Adnan Menderes Üniversitesi Eğitim Bilimleri Dergisi, 6(2), 2015.

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### WEEKLY COURSE PLAN

Weeks	Course Subjects
1	Introduction to Security Management
2	Who are the Security Personnel?
3	State-Security-Personnel Relationship
4	Organization Theories
5	Decision Making as an Organization Theory
6	Decision Making Processes and Ethics Concept
7	<i>Midterm Exam</i>
8	Ethics-State Relationship
9	Public Administration and Ethics
10	Security Management and Ethics: Theory
11	Security Management and Ethics: Practices, Current Discussions
12	Decision Making and Ethics Relationship
13	Ethical Decision-Making Process
14	General Evaluation
15	<i>Final Exam</i>

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### ASSESSMENT METHODS

Term Learning Activities	Quantity	Percentage, %
Attendance	1	5
Quiz	-	-
Midterm Exam	1	30
Practice	-	-
Term Project	-	-
Homework / Presentation	1	15
Final Exam	1	50
<b>Total</b>	<b>3</b>	<b>100</b>

### ECTS\* (STUDENT WORKLOAD)

Activities	Quantity	Duration (Hour)	Total Workload
Lectures	14	3	42
Study hours out of classroom (Study before and after the class)	14	4	56
Presentation / Seminar	2	18	36
Project (Term Paper)	-	-	-
Homework	1	36	36
Midterm Exam	1	30	30
Final Exam	-	-	-
<b>Total</b>	<b>32</b>	<b>91</b>	<b>200</b>
<b>ECTS Credits</b>			<b>8</b>



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### COURSE LEARNING OUTCOMES

Nu	Explanation
<b>LO1</b>	Postgraduate student (PGS) knows the definitions of security management and discussions on the field.
<b>LO2</b>	PGS knows the definitions of security personnel and discussions on the field.
<b>LO3</b>	PGS learns the theory of "decision making" in organizational theories.
<b>LO4</b>	PGS learns the decision-making processes.
<b>LO5</b>	PGS analyzes the concept of ethics.
<b>LO6</b>	PGS knows ethical discussions in the context of public administration.
<b>LO7</b>	PGS analyzes the field of security management and ethics.
<b>LO8</b>	PGS establishes the relationship between decision making and ethics.

### PROGRAM QUALIFICATIONS

No	Explanation	Course Contribution Level					
		0	1	2	3	4	5
<b>PO1</b>	Graduates have the conceptual knowledge of public administration by understanding the relationship between them in terms of theory and practice.						X
<b>PO2</b>	Graduates comprehend the multidisciplinary interaction related to the field of public administration.						X
<b>PO3</b>	Graduates have basic rules regarding the administrative rules of central-local relations.					X	
<b>PO4</b>	Graduates have advanced knowledge of how to plan and realize them as well as being able to apply current research methods and techniques required by public administration as a science.					X	
<b>PO5</b>	Graduates can develop and deepen their knowledge in public administration at expert level based on their undergraduate level qualifications.					X	

Bilgi İçin:  
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<b>PO6</b>	Graduates know the theories of administration and leadership, and based on these, they have the knowledge to report in various public institutions, especially security institutions, and to prepare their studies in accordance with academic rules.					X	
<b>PO7</b>	Graduates are attributed to their leadership and entrepreneurial abilities as individuals and as teams to solve any crisis, disruption or problem.					X	
<b>PO8</b>	Graduates follow developments that have arising in the fields of administration, law, politics, urbanization and environmental problems, which are the main branches of public administration in the world and the Republic of Turkey, in theory and practice with an academic perspective.					X	

#### CONTRIBUTION OF LEARNING OUTCOMES TO PROGRAM OUTCOMES

All	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
<b>LO1</b>	2	3	2	2	2	2	3	3
<b>LO2</b>	1	4	1	1	1	1	1	1
<b>LO3</b>	5	5	5	5	5	4	3	4
<b>LO4</b>	2	2	2	3	3	4	4	4
<b>LO5</b>	4	4	4	4	5	4	4	4
<b>LO6</b>	2	2	2	4	4	4	4	5
<b>LO7</b>	3	3	4	3	3	4	5	4
<b>LO8</b>	3	3	4	4	4	5	4	4

**CONTRIBUTION LEVEL: 0- None 1- Very Low 2- Low 3- Middle 4-High 5-Very High**

**Gend.Col.Assist.Prof.Dr. Erdem Özgür**

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**Course Title** : **Leadership Theories**

**Language of Instruction** : Turkish

**Course Objective** : Leadership Concepts Course designed to train biplane managers that business life needs.

**Course Level** : Selective

**Course Type / Contents** : The manager without leadership skills has difficulty in providing effectiveness. A leader who does not have managerial skills has great problems in terms of ensuring permanence and institutionalization. All the instruments that a leader manager or manager leader will need are covered in this course, both theoretically and practically.

**Course Credits** : 3

**Course Semester** : Spring

**Course Lecturer** : Gen.Major Assoc.Prof.Dr. Mutlu Tokmak

**Course Lecturer Nu.** : -

**Department Coordinator** : Prof. Dr. Elif Çolakoğlu

**Prerequisite** : -

**Teaching Techniques** : Formal Education, Oral presentation, Case studies, Business games, Watching movies


**Reading List** :

Tamer Koçel, İşletme Yöneticiliği, Beta Basım ve Yayın. X, Y ve Z Kuşakları ve Kuşaklararası Farklılıkların Yönetimi, Nagehan Ünüsan Atak, Nobel Yayınevi Lider Yöneticinin Benliğine Yolculuk, Selami Sargut, Beta Basım ve Yayın

### WEEKLY COURSE PLAN

Weeks	Course Subjects
1	Management and Management Concepts
2	Leadership Concept
3	Leader Manager? Or is it the Manager Leader?
4	Leadership and Motivation


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Görevi:  
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5	Leadership and Conflict Management
6	Leadership and Change Management
7	Classical and Behavioral Theories of Leadership – Traits Theory, Leadership Behaviors, X-Y Theory, Ohio State and Michigan Leadership Studies, Management Style Matrix
8	Film Screening About Leadership
9	Situational Leadership Theories – Fred Fiedler's Effective Leadership Model, Hersey & Blanchard's Leadership Behavior According to Subordinates Maturity Level, Means-Ends Theory, Leader-Member Interaction, Leadership According to Vroom & Yetton & Yago's Decision-Making Styles
10	Contemporary Leadership Theories – Charismatic Leadership, Facts of Charisma, Transformational Leadership, Level 5 Leadership, Empowering Leader Behavior, Servant Leadership, Interactive Leadership, Ethical Leadership
11	Understanding Generation Y
12	Generation Y and Humble Managers
13	Cultural Leadership
14	Position of Leader Manager in the Context of Culture
15	<i>Final Exam</i>

#### ASSESSMENT METHODS

Term Learning Activities	Quantity	Percentage, %
Attendance	-	-
Quiz	-	-
Midterm Exam	-	-
Practice	-	-
Term Project	-	-
Homework / Presentation	1	40
Final Exam	1	60
<b>Total</b>	<b>2</b>	<b>100</b>


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### ECTS\* (STUDENT WORKLOAD)

Activities	Quantity	Duration (Hour)	Total Workload
Lectures	14	3	42
Study hours out of classroom (Study before and after the class)	14	4	56
Presentation / Seminar	2	18	36
Project (Term Paper)	-	-	-
Homework	1	36	36
Midterm Exam	1	30	30
Final Exam	-	-	-
<b>Total</b>	<b>32</b>	<b>91</b>	<b>200</b>
<b>ECTS Credits</b>			<b>8</b>

### COURSE LEARNING OUTCOMES

Nu	Explanation
<b>LO1</b>	Gains knowledge of Business Functions
<b>LO2</b>	Can use advanced theoretical and applied knowledge gained in the field of business administration
<b>LO3</b>	To be able to examine concepts and ideas with scientific methods, to interpret and evaluate data, to identify and analyze problems, and to develop solutions based on evidence and research
<b>LO4</b>	Have the ability to communicate effectively
<b>LO5</b>	Takes responsibility
<b>LO6</b>	Being able to evaluate the acquired knowledge and skills with a critical approach, identify learning needs and direct their learning
<b>LO7</b>	To inform relevant persons and institutions on business-related issues; can convey his thoughts and suggestions for solutions to problems verbally and in writing
<b>LO8</b>	Has ethical values

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### PROGRAM QUALIFICATIONS

No	Explanation	Course Contribution Level					
		0	1	2	3	4	5
<b>PO1</b>	Graduates have the conceptual knowledge of public administration by understanding the relationship between them in terms of theory and practice.						X
<b>PO2</b>	Graduates comprehend the multidisciplinary interaction related to the field of public administration.						X
<b>PO3</b>	Graduates have basic rules regarding the administrative rules of central-local relations.					X	
<b>PO4</b>	Graduates have advanced knowledge of how to plan and realize them as well as being able to apply current research methods and techniques required by public administration as a science.					X	
<b>PO5</b>	Graduates can develop and deepen their knowledge in public administration at expert level based on their undergraduate level qualifications.						X
<b>PO6</b>	Graduates know the theories of administration and leadership, and based on these, they have the knowledge to report in various public institutions, especially security institutions, and to prepare their studies in accordance with academic rules.				X		
<b>PO7</b>	Graduates are attributed to their leadership and entrepreneurial abilities as individuals and as teams to solve any crisis, disruption or problem.				X		
<b>PO8</b>	Graduates follow developments that have arising in the fields of administration, law, politics, urbanization and environmental problems, which are the main branches of public administration in the world and the Republic of Turkey, in theory and practice with an academic perspective.				X		



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### CONTRIBUTION OF LEARNING OUTCOMES TO PROGRAM OUTCOMES

All	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
LO1	5	4	4	5	5	3	4	4
LO2	4	5	5	4	3	3	4	5
LO3	5	4	4	4	5	3	3	4
LO4	3	5	4	5	4	3	5	4
LO5	5	4	4	4	4	3	5	5
LO6	4	5	4	4	4	3	5	5
LO7	5	5	5	5	4	3	4	4
LO8	4	4	5	4	4	3	4	5

CONTRIBUTION LEVEL: 1- Very Low      2- Low      3- Middle      4-High      5-Very High

Gen.Major Assoc.Prof.Dr. Mutlu Tokmak

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**Course Title** : Seminar

**Language of Instruction** : Turkish

**Course Objective** : The course's goal is to identify a specific issue or problem in the field of public administration, collect relevant data, analyze and discuss the data, and present the findings in a report in accordance with the proposed scientific writing rules. It also aims to prepare students taking the course for the thesis writing process by outlining the methods and procedures for conducting research.

**Course Level** : Compulsory

**Course Type / Contents** : This context addresses topics such as developing a research question, displaying the literature review, and determining the research method in the field of Public Administration. The prominent issues in this field are discussed in addition to being up to date in the thematic speeches specified in the relevant course weeks.

**Course Credits** : 3

**Course Semester** : Spring

**Course Lecturer** : Prof.Dr. Elif Çolakoğlu

**Course Lecturer Nu.** : -

**Department Coordinator** : Prof. Dr. Elif Çolakoğlu

**Prerequisite** : -


**Teaching Techniques** : Lecture (Presentation), Discussion, Case Study, and Report Preparation and Presentation Methods

**Reading List** : There will be readings assigned from various sources pertaining to each week's topic.

### WEEKLY COURSE PLAN

Weeks	Course Subjects
1	General Introduction/The Importance of the Report of the Seminar/ The Process of Selecting Seminar Topics
2	Research, Methods and Techniques for Preparing Seminars/Basic Subjects such as Analysis on Completed Theses/The Determination of Research Method/Report Format for Preparation of Seminar
3	Current Thematic Speeches and Discussions




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4	Current Thematic Speeches and Discussions
5	Current Thematic Speeches and Discussions
6	<i>Pre-Control of Seminar Reports</i>
7	Presentation of Seminar Reports
8	Presentation of Seminar Reports
9	Presentation of Seminar Reports
10	Presentation of Seminar Reports
11	Presentation of Seminar Reports
12	Presentation of Seminar Reports
13	Presentation of Seminar Reports
14	Final Control of Seminar Reports
15	<i>Submission of Seminar Reports</i>

#### ASSESSMENT METHODS

Term Learning Activities	Quantity	Percentage, %
Attendance	-	-
Quiz	-	-
Midterm Exam	-	-
Practice	-	-
Term Project	-	-
Homework / Presentation	1/2	20/40
Final Exam	-	-
<b>Total</b>	<b>3</b>	<b>100</b>


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### ECTS\* (STUDENT WORKLOAD)

Activities	Quantity	Duration (Hour)	Total Workload
Lectures	14	3	42
Study hours out of classroom (Study before and after the class)	14	1	14
Presentation / Seminar	2	18	36
Project (Term Paper)	-	-	-
Homework	1	8	8
Midterm Exam	-	-	-
Final Exam	-	-	-
<b>Total</b>	<b>31</b>	<b>30</b>	<b>100</b>
<b>ECTS Credits</b>			<b>4</b>


### COURSE LEARNING OUTCOMES

Nu	Explanation
<b>LO1</b>	Determines a topic for research in the field of public administration.
<b>LO2</b>	Understands the fundamental concepts of scientific research.
<b>LO3</b>	Explains the shape rules that must be followed when developing a research proposal and writing a report.
<b>LO4</b>	Prepares the report using the scientific research method within the scope of the chosen research topic.
<b>LO5</b>	Analyzes scientific research methods at all stages.
<b>LO6</b>	Develops communication skills by presenting and debating in front of a community.
<b>LO7</b>	Improves research abilities.
<b>LO8</b>	Learns the fundamentals of research ethics.

	<b>COURSE INTRODUCTION FORM</b>	Document No.	<b>FR.031</b>
		First Publication Tar.	<b>10.05.2022</b>
		Rev. Tar./No.	<b>-/00</b>
Document Responsible: Directorate of the Ins. Of Sec. Sci.			

### PROGRAM QUALIFICATIONS

No	Explanation	Course Contribution Level					
		0	1	2	3	4	5
<b>PO1</b>	Graduates have the conceptual knowledge of public administration by understanding the relationship between them in terms of theory and practice.						X
<b>PO2</b>	Graduates comprehend the multidisciplinary interaction related to the field of public administration.					X	
<b>PO3</b>	Graduates have basic rules regarding the administrative rules of central-local relations.					X	
<b>PO4</b>	Graduates have advanced knowledge of how to plan and realize them as well as being able to apply current research methods and techniques required by public administration as a science.						X
<b>PO5</b>	Graduates can develop and deepen their knowledge in public administration at expert level based on their undergraduate level qualifications.						X
<b>PO6</b>	Graduates know the theories of administration and leadership, and based on these, they have the knowledge to report in various public institutions, especially security institutions, and to prepare their studies in accordance with academic rules.						X
<b>PO7</b>	Graduates are attributed to their leadership and entrepreneurial abilities as individuals and as teams to solve any crisis, disruption or problem.				X		
<b>PO8</b>	Graduates follow developments that have arising in the fields of administration, law, politics, urbanization and environmental problems, which are the main branches of public administration in the world and the Republic of Turkey, in theory and practice with an academic perspective.						X

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### CONTRIBUTION OF LEARNING OUTCOMES TO PROGRAM OUTCOMES

All	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
LO1	5	5	5	5	5	5	5	5
LO2	5	5	5	5	5	5	5	5
LO3	5	5	5	5	5	5	5	5
LO4	5	5	5	5	5	5	5	5
LO5	5	5	5	5	5	5	5	5
LO6	5	5	5	5	5	5	5	5
LO7	5	5	5	5	5	5	5	5
LO8	5	5	5	5	5	5	5	5

CONTRIBUTION LEVEL: 1- Very Low      2- Low      3- Middle      4-High      5-Very High

**Prof.Dr. Elif Çolakoğlu**

...../...../.....

(Sign)

**Prof.Dr. Elif Çolakoğlu**

**Head of Department of Public Administration  
for Post Graduate Programs**