

## SECURITY AND LEGAL SERVICES IN PUBLIC ADMINISTRATION

### BACHELOR' STUDY PROGRAMME

Study program:	<b>Security and Legal Services in Public Administration</b>
Field of study:	<b>Security sciences</b>
Degree of study:	<b>1<sup>st</sup></b>
Form of study:	<b>Part-time</b>
Standard duration of study:	<b>Four/Three* academic years</b> (* from acad. year 2023/24)

Number of credits to graduate: **180 credits**

Academic degree: **Bachelor (Bc.)**

#### **Guarantor of the study program:**

prof. Dr. Jozef Balga, PhD.

#### **Co - guarantors of the study programs:**

prof. Ing. Jana Müllerová, PhD.

doc. Ing. Michal Orinčák, PhD.

pplk. doc. JUDr. Mgr. Janka Hašanová, PhD.

mjr. doc. Ing. Mária Sabayová, PhD.

## DESCRIPTION OF THE GRADUATE'S PROFILE

### **General characteristics**

The graduate in the study program is a qualified expert focused mainly on work in the field of security and legal services in public administration. He/she meets the qualification requirements and professional ability according the legal regulations of the Slovak Republic. The graduate disposes of theoretical knowledge, practical skills and competencies needed to master the profession mostly in security and legal services in public administration.

They can effectively use methodological and practical knowledge associated with the crucial legal disciplines and are able to apply them in system of organizations and in activities connected with provision of security and legal services in public administration and within individual stated units.

They can determine and differentiate problems in various fields of security and legal services in public administration.

They are able to individually perform specialized security and legal activities in the field of protection of security and legal services in public administration as well as managerial functions of junior management.

They are capable of suggesting and implementing such measures that are needed to complete tasks of stated organization unit specified on ensuring of the security and legal services in public administration.

Can independently determine and operate actions, especially, in administrative and security services in the section of public administration with application of the valid legal standards.

The graduates have such theoretical knowledge that they are capable of continuing his/her university studies for a Master's degree.

Practical skills are gained within administrative and security preparation phase that has theoretical and practical character and creates opportunity for full-time students at the Academy to enquire, master and improve knowledge, skills, habits and eligibility that are inevitable requirement for work performance activities of the employee in public administration.

### **Theoretical knowledge**

The graduate of the study programme:

- acquires and understands basic term, categories, principals and theories applicable to the legal and security aspects of security and legal services in public administration. He/she can operate basic European law and international conventions on human rights,
- gains knowledge at the level of synthesis which are necessary to follow for understanding the structure and the functional links in the system of security and legal services in public administration,
- can perform theoretical and practical knowledge of methodical procedures that are essential for application of legal and security legal services in public administration,
- is able to defend selected procedures in system of legal and security services in public administration and in administrative and security activities,
- acquires theoretical knowledge which makes it possible for him/her to select optimal procedures and working methods while performing specialized tasks in the field of security law services in public administration and while accomplishing basic managerial functions of junior management in public administration on the section of security law services.

### **Practical skills and abilities**

The graduate of the study programme obtains the abilities:

- to suggest and apply administrative, legal and security aspects when creating and implementing system of security and legal services in public administration, to specify, suggest and execute activities of particular methods of security and legal services in public administration,
- to demonstrate effectively in implementing specialized tasks in the system of security and

legal services in public administration,

- to apply basic technical and tactic methods and procedures within activities of security and legal services in public administration,
- to assess the effectiveness of security and legal activities within individual sections in the system of security and legal services in public administration, remove deficiencies and, if necessary, propose changes to methods in the system,

### **Competence**

The graduate of the study programme:

- can professionally manage work teams in the system of security and legal services in public administration,
- is able to independently use acquired professional skills in preventing, detecting and clarifying illegal actions using knowledge from relevant areas of law,
- is capable of making effective decisions when designing procedures for the implementation of all elements in the system of security and legal services in public administration,
- can independently organize activities and cooperation with entities participating in the activities of security and legal services in public administration.

### **Additional knowledge, abilities and skills**

The graduate of the study programme can:

- communicate and cooperate with state, non-state and natural persons when solving legal and organizational problems within security and legal services in public administration,
- identify psychological and social factors which have an impact on procedures when solving problems in the area of security and legal services in public administration,
- effectively gather, organize analyse and use information necessary for the performance of professional activities, using modern information technologies,
- show special psychological and physical readiness including work activities while solving potential crisis situations,
- use a foreign language, 3,500 up to 4,000 lexical units and grammatical phenomena necessary for everyday communication concerning general as well as basic practical professional topics,
- present outcomes of his/her work within internal and international forums in a foreign language,
- systematically enrich his/her knowledge in the field of the study and continue in his/her professional development.

### **EMPLOYABILITY OF GRADUATES**

Expert – specialist or manager of security-public administrative services at lower levels

of management of local state administration, fire protection, civil protection, defensive and crisis management. Fire protection specialist. The graduate can also obtain employment in other entities that he/she can demonstrates knowledge of in security science, as well as from the field of principles of operation of technical means with a focus on system of security legal service in public administration. The graduate can continue in his Master's studies.