

Shanghai University of Finance and Economics
Part-time Master of Public Administration (MPA)
Graduates Training Plan
(Revised in March 2014)

While experiencing rapid economic growth, our country is faced with many new challenges. It is a global trend as well as the requirement of our government to establish and improve an effective, honest and clean, and normative public administration system. In order to train public administration talents with an international vision, public spirit and professional skills, and to accelerate the internationalization process of our MPA education, according to the *Explanation regarding Several Questions about the Training Plan of Master of Public Administration Professional Degree Graduates* and the *Explanation regarding Several Questions about the Guiding Training Plan of Master of Public Administration Professional Degree Graduates* issued by the Academic Degrees Committee under the State Council on August 15, 2000 and 2001 respectively, and considering the actual conditions of Shanghai University of Finance and Economics (SHUFF), we have formulated the training plan.

I. Training Goal

The purpose of the SHUFE part-time MPA program is to adopt the internationally advanced education concepts to train first-class interdisciplinary and hands-on public administration talents with and international perspective and administrative ethics for governments and non-governmental organizations in a bid to strengthen the effective administration of governmental agencies and various non-profit organizations, establish innovative governance models, and improve the quality and performance of public service. We also aim to help MPA students to become leaders and administrators in professions relating to public administration, and to improve their professional competitiveness.

Based on this purpose, the main goal of this program includes:

1. Help students aspiring to have a career in public service to make the necessary preparation before they work in organizations relating to public affairs;

2. Help students with work experience in public affairs to improve their leadership and relevant professional competencies;

Provide relevant education and training to professionals who aspire to work or are working in the fields of public organization administration, public finance and budgeting, hospital management and social security;

3. Help students to acquire knowledge and skills relating to public administration, and master specific skills and methods while studying theoretical knowledge of politics, economics, laws, systems and cultures that are closely related to public affairs, such as written and oral communication ability in public administration, emergency response and decision making ability in public affairs, coordination ability in working with various non-public organizations, quantitative analysis methods, and information technology application methods;

4. Train students to be professionals in public affairs, public administration and public policies who have a high level of administrative ethics, value public service, pursue fairness and transparency, and maintain public trust.

II. Introduction of the School

1. Environment of the MPA program

Geographical advantages: the school is located in Shanghai, which is our country's economic and trade center and has a tradition of inclusiveness, therefore our school has advanced management concepts.

2. Our school currently boasts 3 national-level key disciplines, namely Public Finance, Accounting and History of Economic Thought, as well as 4 key disciplines of the Ministry of Finance and 6 key disciplines of Shanghai city. We also have 3 national-level bases, including the National Economics Basic Talents Training Base, the National University Students Cultural Quality

Education Base, and the Humanities and Social Science Key Research Base of the Ministry of Education.

3. Our school conditions have been improving. We have modern facilities including a calculation center, a language lab, audio-visual classrooms, a university English self-learning center, an ERP experimental teaching center and a mock court; besides, we have 6 professional labs including the financial science lab and the E-commerce experiment lab, an advanced network system and a dedicated multi-media classroom. In recent years, the campus network has been upgrading, connecting various departments and students apartments on the campus. Our library has a rich collection of books, including 1.3574 million paper books and 790,000 electronic books, and we have built an electronic literature search and inquiry system and an integrated management system, basically achieving networking and automation.

4. Our school has been persisting in opening up and extensive international exchange. Currently, our school has established partnership with the Economic Development Institute at World Bank, International Monetary Fund, the United Nations Development Programme and over 30 universities from countries and regions like the US, the UK, Japan, the Netherlands, Australia, Canada, Russia and Hong Kong.

5. Our administrative capabilities:

(1) The School of Public Administration is an interdisciplinary and comprehensive school built upon the Finance Department in 2001. At present, there are three departments, namely the Public Finance Department, the Public Administration Department and the Investment Department, among them Public Finance is a national key discipline. Our school has first-class faculty and enjoys good reputation home and abroad. It has published a great deal of journal papers and monographs, and undertaken multiple national-level, provincial-level and ministry-level projects. In order to drive a more extensive and in-depth integration of the Chinese and foreign academic characteristics, in recent years, our school has actively recruited overseas talents, and train

the thinking and analytical ability of students and explore policies using new courses, new perspectives and new methodologies so as to develop first-class management talents to respond to the challenges of our times.

(2) The School of Public Administration fully supports the MPA program. It has specially set up the MPA Education Center to provide MPA teaching management and service, and expressly defined that the responsibility of the MPA Education Center director, the teaching secretary and the administrative secretary is to serve the MPA program.

(3) Teaching characteristics of the program: 1) design courses using the international teaching concepts; 2) have the strongest faculty in the areas of public finance and taxation management; 3) offer methodology courses that are extremely practical.

III. Concentration/Areas and Courses

1. Concentration/areas

- (1) Taxation management
- (2) Economic and financial management
- (3) Urban construction and economic management
- (4) Public organization management

2. Core courses

Full-time MPA students are required to take the following core courses: Socialist Construction Theories and Practice, Public Administration English, Science of Public Administration, Public Policy Analysis, Public Economics, Administrative Jurisprudence, Political Science and Social Research Methodology, 8 in total with 18 credits.

| Category | Name of Course | Credit | Class Hour | Term |
|---------------------|--|--------|------------|------|
| Basic Degree Course | Socialist Construction Theories and Practice | 2 | 36 | 1 |
| | Public Administration English | 2 | 36 | 1 |
| | Public Policy Analysis | 2 | 36 | 3 |

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|--|----------------------------------|---|----|---|
| | Science of Public Administration | 3 | 54 | 2 |
| | Public Economics | 3 | 54 | 2 |
| | Administrative Jurisprudence | 2 | 36 | 2 |
| | Political Science | 2 | 36 | 1 |
| | Social Research Methodology | 2 | 36 | 2 |

3. Required and elective courses for major areas

Courses differ with different major areas, and there are 4 courses for each area; there are 5 elective courses, which can consist of those of various areas or elective courses applicable to all areas; and the total credits for required and elective courses are 18.

| Category | Area | Name of Course | Credit | Class Hour | Term |
|---------------------------------|--|---|--------|------------|------|
| Required Courses for Major Area | Taxation Management | Public Financial Justice Theory | 2 | 36 | 2 |
| | | Tax Law | 2 | 36 | 3 |
| | | Public Expenditure and Budget Management | 2 | 36 | 3 |
| | | Science of Leadership | 2 | 36 | 3 |
| | Economic and Financial Management | Modern Enterprise System and Company Governance | 2 | 36 | 2 |
| | | Financial Theories and Policies | 2 | 36 | 3 |
| | | Enterprise Financing Model and Cost Control | 2 | 36 | 3 |
| | | Regional Economic Development Strategy | 2 | 36 | 3 |
| | Urban Construction and Economic Management | Regional Economics | 2 | 36 | 2 |
| | | Urban Planning and Management | 2 | 36 | 3 |
| | | Project Management | 2 | 36 | 3 |
| | | Urban Land Resources Management | 2 | 36 | 3 |
| | Public Organization Management | Public Sector Organization Management | 2 | 36 | 2 |
| | | Public Sector Human | 2 | 36 | 3 |

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|---------------------------------|-----------------------------------|--|---------------------------------|----|----|---|
| | | Resources Management | | | | |
| | | Public Sector Performance Management | 2 | 36 | 3 | |
| | | Public Ethics | 2 | 36 | 3 | |
| Elective Courses for Major Area | Taxation Management | Research on Tax Avoidance and Anti-Tax Avoidance | 2 | 36 | 4 | |
| | | Research on Taxation Service | 2 | 36 | 4 | |
| | | Research on Tax Risk Control | 2 | 36 | 4 | |
| | | Analysis of Financial Statements | 2 | 36 | 4 | |
| | | Civil and Commercial Law | 2 | 36 | 4 | |
| | Economic and Financial Management | Financial Assets Evaluation | 2 | 36 | 4 | |
| | | Public Sector Investment and Financing | 2 | 36 | 4 | |
| | | International Financial Management | 2 | 36 | 4 | |
| | | Urban Planning and Management | 2 | 36 | 4 | |
| | | Urban Land Resources Management | 2 | 36 | 4 | |
| | | Enterprise Merger, Acquisition and Restructuring | 2 | 36 | 4 | |
| | | Social Security Development and Management | 2 | 36 | 4 | |
| | | Official Document Writing and Handling | 2 | 36 | 4 | |
| | | Official Business Etiquette | 2 | 36 | 4 | |
| | | Urban Social Management | 2 | 36 | 4 | |
| | | Urban Industrial Planning | 2 | 36 | 4 | |
| | | Urban Construction and Economic Management | Local Government Administration | 2 | 36 | 4 |
| | | | Urban Social Management | 2 | 36 | 4 |
| | E-government | | 2 | 36 | 4 | |

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|------------------|-----------------|---|---|----|---|
| | | Public Sector Investment and Financing | 2 | 36 | 4 |
| | | Social Security Development and Management | 2 | 36 | 4 |
| Elective Courses | All Major Areas | Science of Public Expenditure | 2 | 36 | 4 |
| | | Taxation | 2 | 36 | 4 |
| | | Public Debt Economics | 2 | 36 | 4 |
| | | Public Organization Financial Management | 2 | 36 | 4 |
| | | Research on Public Financial Politics | 2 | 36 | 4 |
| | | Special Research on Local Public Finance | 2 | 36 | 4 |
| | | Research on China's Public Financial History | 2 | 36 | 4 |
| | | Comparative Public Administration | 2 | 36 | 4 |
| | | Urban Social Management | 2 | 36 | 4 |
| | | Local Government Administration | 2 | 36 | 4 |
| | | Government Public Relations | 2 | 36 | 4 |
| | | Official Document Writing | 2 | 36 | 3 |
| | | Social Insurance Actuarial Study | 2 | 36 | 4 |
| | | Social Security Theories and Policies | 2 | 36 | 4 |
| | | Research on Social Insurance System | 2 | 36 | 4 |
| | | Social Security Law | 2 | 36 | 4 |
| | | Sampling Surveys and Statistical Methods | 2 | 36 | 2 |
| | | Qualitative Investigation and Analysis | 2 | 36 | 3 |
| | | Assets Evaluation and State-Owned Assets Management | 2 | 36 | 3 |
| | | Fundamentals of Economics | 2 | 36 | 2 |
| | | Communication Skills and | 2 | 36 | 3 |

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|--|--|------------------------------------|---|----|-----|
| | | Art of Leadership | | | |
| | | Urban Social Management | 2 | 36 | 3 |
| | | Non-Profit Organization Management | 2 | 36 | 4 |
| | | Other course | 2 | 36 | 3/4 |

4. Internship

There 2 credits for internship.

Students that are sent by their organizations for the training will return to their workplaces for internship in the fourth term. They will choose a research topic for their degree theses, and the school will appoint a business tutor within their organizations for each student. After the internship ends, a report needs to be submitted. If both the business tutor and the thesis tutor sign on the report to show it is up to standard, the student will get 2 credits.

For students not sent by their organizations, the school will find internship places for them based on their interested areas. Students can also secure internship places by themselves according to their development interests. Organizations where students will have their internship need to confirm a business tutor for each student. After the internship ends, a report needs to be submitted. If both the business tutor and the thesis tutor sign on the report to show it is up to standard, the student will get 2 credits.

5. Serial academic lectures and academic seminars

The school irregularly offers serial academic lectures for MPA students, organizes academic seminars among MPA students, and requests each MPA student to attend not less than 10 academic lectures or make at least one academic report in the MPA forum or other academic seminars individually or as part of a team during the program period. This session counts 1 credit.

IV. Faculty

Public Finance, Taxation and Investment are our school's traditional advantageous disciplines, and we have a team of scholars famous in China. In areas like government performance management, social security and hospital

management, we have witnessed rapid growth in recent years and are also at the forefront in the country. Meanwhile, our school fully leverages the teaching resources of relevant disciplines of the university. Many excellent teachers from the School of Business Administration, the School of Economics, the School of Humanities, the School of Law, the School of Statistics and Management, and the School of Information Technology and Management participate in the MPA program. In the past two years, our school has introduced a group of overseas talents and specially-appointed professors who contribute more international experience to the development of the MPA program. As of November 2013, our school has hired 15 domestic and foreign well-known scholars and high-ranking officials with rich working experience to be our guest professors or part-time professors. In addition, by organizing “Public Policy and Public Governance Academic Salon” and “Academic Month” activities, we select external experts and scholars to provide relevant lectures to introduce cutting-edge theories and practices in the field of public administration.

The school has now the Public Policy Research Center, China Education Expenditure Performance Evaluation (Research) Center, Health Policy and Management Research Center, Social Security Research Center, and Resources Environment Policy and Management Institute. These research teams have been carrying out multiple-topic research in their own areas for government authorities, and the research results of these centers mostly become exchange topics in the MPA teaching. Recently, the school will set up a public governance research center, and an empirical analysis and investigation research center, which will become the classroom for relevant MPA skills training. The research centers will include MPA students in the research projects based on the teaching and research needs of the MPA program.

V. Teaching Support

During the program period, with the campus E-card, MPA students can

enjoy all the teaching auxiliary services provided to the enrolled students by the school. In addition to the books, network and electronic resources that the school provides for all the students, there are eight dedicated case study discussion rooms that can contain about 15 people each for the MPA program, and reading rooms that mainly serve MPA teachers and students. The Phoenix Building on the Wuchuan Road campus is a building exclusively for the School of Public Economics and Management. The newly designed case study exploration room, meeting room, lecture theater and reference room in the building can be used by MPA students. The MPA supporting facilities can be said to be among the top in the country.

Besides, the school has a public finance, taxation and public administration simulation lab, a computable general equilibrium model lab, a geographical information system lab, and a public policy social investigation lab, which can meet the needs of actual skill training courses of the MPA program.

VI. Teaching Goal

The courses we offer are aimed at helping students to develop an international perspective, public spirit and professional skills and capabilities. More specifically, the core courses emphasize the training of public spirit and the necessary general competencies that public organization management personnel must have; courses for different major areas focus on the teaching of professional skills; while lectures aim to develop students' international vision through high quality special lectures on diversified and latest topics. Please refer to the key course design for details.

VII. Admission and Student Management

1. Applicants

All professionals aspiring to be or are engaged in public organization management, public financial management, hospital management and social security management, and senior professionals that have graduated from university for more than three years, or obtained a masters or PhD degree for

more than two years are welcome to apply for the program.

2. Admission criteria

Students applying for our program, attending the national public administration degree joint exam and meeting the passing score for our school will go through our written test of public administration basic knowledge and interview of comprehensive abilities, and will be admitted if they pass the test and the interview based on the number of students approved by the university.

3. Supporting services for students

Same with academic graduates, part-time MPA students will have dedicated counselors, and a class teacher for each class, who are responsible for providing information and services necessary for students' learning and research. MPA students can participate in various social practice activities and overseas exchange programs organized by the school. At the same time, the school also organizes some overseas exchange programs specifically for MPA students to broaden their horizon and improve their management level. We also guide MPA students to organize investigation on some special topics, and recommend students to participate in various MPA forums in the country.

VIII. Graduation Requirements

1. Requirements for credits

The credit system is adopted for MPA students, who should have 38 credits to be able to graduate

2. Degree thesis

The thesis is a comprehensive training of research for master students, and is a critical tool to train the ability to analyze and solve problems utilizing the knowledge learned. It is also an important basis for deciding whether students can obtain the degree.

(1) Subject selection for the thesis

This should be done based on investigation and in close connection with the current needs of the reform, construction and development of the society or a certain organization. MPA students should determine the subject of the

thesis under the guidance of the tutor or the tutor team, and submit the thesis proposal. The MPA Education Supervisory Committee will authorize the MPA Education Center to organize a review meeting to review thesis proposals. Students can start to write the thesis only after the thesis proposal passes the review.

(2) Requirements for the thesis

The types of thesis include special research, investigation report, countermeasure research, policy evaluation and case study. The thesis can also be an academic thesis. Students are encouraged to select topics that are related to their own work areas and positions for the thesis.

A thesis should be completed under the guidance of the tutor or the tutor team. In writing the thesis, students should closely integrate theories and practices, and use professional knowledge learned to identify, analyze and solve problems. The thesis should include new viewpoints or ideas, or new methods.

(3) A preliminary review system is adopted for the MPA degree thesis. Students should log on to the teaching management system network to submit the thesis defense application latest one month before the defense, and submit the electronic draft to the MPA Center 25 days in advance so that the center can arrange experts to conduct anonymous preliminary review.

(4) The thesis reading and appraisal, defense and degree granting shall be conducted according to relevant documents of the school's Academic Degrees Committee.