

## **MA IN HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT—DISTANCE LEARNING**

(TAUGHT IN BULGARIAN AND ENGLISH)

### **Brief overview of the program:**

The program was developed in accordance with professional standards of management and development of human resources of the Bulgarian Association for Human Resource Management and Development, the international standards for human resources management of the Chartered Institute of Personnel & Development (CIPD), UK, and European and National Qualifications Framework.

The program can be conducted in Bulgarian and English.

The training is structured in thematic areas covering the strategic role of human resources and staff, providing new roles of the HR manager as a coach, mentor and consultant, training activities and career development, labor relations and personnel security, organization and alteration management, knowledge management, information on human capital and creativity stimulation, innovation and entrepreneurship in the organization.

The program is structured in four semesters: a preparatory module and three regular semesters.

The preparatory module deals with strategies and policies for HR planning and managing, the processes of recruitment, selection and retention of personnel, types of interviews in the management of human resources, professional standards for human resources management, assessment and development centers, coaching, mentoring and consulting, and best practices in human resource management in a business context. It also provides knowledge and develops skills for insurance, training and career development of staff. In the first semester the following topics are addressed: major employment aspects of HRM, performance management activities, reward systems and compensation, health and safety working condition, pensions. The second semester is focused on HR in an international context in terms of globalization and constant change, leadership in organizations, companies and national culture, quality management, and project management. The third semester is concerned with employer branding as a means of attracting and retaining talents, the talent development conditions, creativity stimulation, innovation and entrepreneurship; the role of information technology and knowledge management. The program pays special attention to the role of lifelong learning and creating habits and skills for continuing professional development through the practicum "Continuing Professional Development".

The program offers an additional upgrading semester for candidates holding a Professional Bachelor degree within the professional field of "Administration and Management".

### **Major and professional qualification**

**Major:** Human Resource Management and Development

**Qualification:** Manager of Human Resource Management and Development

**Practicums:** The program includes Continuing Professional Development (Practicum) and Internship that enable students to implement what they have learned and share experiences with practitioners through project work for specific organizations, development of academic and professional portfolio to demonstrate competence. Practicums are in accordance with the Professional standards for individuals working in the field of HRM developed by BHRMDA and CIPD.

**Competences of program graduates:** Graduates of the MA program in Human Resource Management and Development (HRMD) have acquired knowledge and skills in the following areas:

- strategic planning for HRM; human development and provision of resources; establishing and improving labor and employee relations; rewards and administration associated with HRM;
- Integration of HRM with organizational business strategies and practices;
- Coordination and management of key HR processes at an operational level in accordance with the good practices associated with the provision, analysis and interpretation of information for HRM policy development;
- Development of procedures and practices for HR processes in accordance with legal requirements;
- Recruitment, selection, development and effective utilization of the potential of people in the organization; establishing and improving labor relations and employee relations; creation, maintenance and utilization of information systems related to HR;
- Assure and improving the quality of HRM activities, including risk management.

**Graduation:** To successfully complete the master's degree program, students have to accumulate the required number of credits and then either submit and defend a master's thesis or sit a state examination. The terms and procedures for graduation are as defined in the Standard for Completion of Bachelor's or Master's Degree Programs at New Bulgarian University.

**Professional qualification and career prospects:** Program graduates can pursue a career as managers and professionals in management and development of human resources in public institutions, foundations, state and local government authorities, private and international companies.

**Department:** Business administration

#### **List of courses and program structure**

##### **Preparatory module**

MHRB111D Strategies and Policies for Planning and Management of Human Resources—Assoc. Prof Elmira Bancheva, PhD and Assoc. Prof Yuri Alkalay, 30 hours, 3 credits

MHRB112D Selection and Assessment of Talents—Assoc. Prof Elmira Bancheva, PhD, 30 hours, 3 credits

MHRB113D Learning and Development in the Organization, Assist. Prof. Maria Ivanova, PhD and Assist. Prof. Svetla Dimova, 30 hours, 3 credits

MHRB114D Career Management—Assist. Prof. Alexander Pozharliev, PhD—30 hours, 3 credits

MHRB115D Coaching, Mentoring and Counseling—Assoc. Prof Elmira Bancheva, PhD and Assoc. Prof. Vesselin Penevska, 30 hours, 3 credits

MHRB116D Centers for Evaluation and Development of HR—Assoc. Prof Elmira Bancheva, PhD, 30 hours, 3 credits

MHRB117D Business Context and Human Resource Management—Assoc. Prof. Angel Georgiev, PhD and Assist. Prof. Maria Ivanova, PhD, 30 hours, 3 credits

##### *Out-of-class modes of instruction (credit courses)*

MHRB121D Project: Provision of talents and Manpower Planning—Assoc. Prof Elmira Bancheva, PhD, 30 hours, 3 credits

MHRB122D Independent study: Career Development—Assist. Prof. Alexander Pozharliev, PhD, 30 hours, 3 credits

MHRB123D Practicum: Continuing Professional Development Part 1—Assist. Maria Ivanova, PhD, 30 hours, 3 credits

MHRB124D Seminar: Management of activities in the organization and HR managers—Assoc. Prof. Elmira Bancheva, PhD and Assist. Prof. Maria Ivanova, PhD, 30 hours, 3 credits

MHRB125D Project: Interviewing Techniques—Assist. Prof. Maria Ivanova, PhD, 30 hours, 3 credits

MHRB126D Seminar: Personal effectiveness—Assoc. Prof. Angel Georgiev, PhD and Assist. Prof. Maria Ivanova, PhD, 30 hours, 3 credits

MHRB127D Seminar: The role of the HR manager in the management of the business—Assoc. Prof. Elmira Bancheva, PhD and Dimitrinka Stoyanova, 30 hours, 3 credits

### **First year**

#### *Core courses, First semester*

MHRB211D Management of Performance—Assoc. Prof. Elmira Bancheva, PhD, 30 hours, 3 credits

MHRB212D Compensation and Reward System—Assoc. Prof. Angel Georgiev, PhD and Yulian Uzunov, 30 hours, 3 credits

MHRB213D Labor Relations and Personnel Security—Vasil Ararski, 30 hours, 3 credits

MHRB214D Standards for Health and Safety at Work—Assoc. Prof. Dimitar Panaiotov, PhD and Stanka Nikolova, PhD, 30 hours, 3 credits

MHRB215D Pension Insurance Systems—Nikolay Nikolov, 30 hours, 3 credits

MHRB216D Diversity Management and Equal Employment Opportunities Policies—Assoc. Prof. Dimitar Panaiotov, PhD and Emilia Yanakieva, 30 hours, 3 credits

MHRB217D Performance Appraisal System of Human Resources. Good Practices—Assoc. Prof. Dimitar Panaiotov, PhD and Assist. Prof. Maria Ivanova, PhD, 30 hours, 3 credits

#### *Out-of-class modes of instruction (credit courses)*

MHRB221D Group project: Evaluation of individual performance—Assoc. Prof. Elmira Bancheva, PhD, 30 hours, 3 credits

MHRB222D Independent study: Effectiveness and Remuneration—Assoc. Prof. Angel Georgiev, PhD and Yulian Uzunov, 30 hours, 3 credits

MHRB223D Independent study: Labor Relations—Vasil Ararski, 30 hours, 3 credits

MHRB224D Independent study: Workplace Safety and Health—Assoc. Prof. Dimitar Panaiotov, PhD and Stanka Nikolova, PhD, 30 hours, 3 credits

MHRB225D Independent study: Pension Insurance Systems—Nikolay Nikolov, 30 hours, 3 credits

MHRB226D Independent study: Management of Diversity and Equal Employment Opportunities Policies—Assoc. Prof. Dimitar Panaiotov, PhD and Emilia Yanakieva, 30 hours, 3 credits

MHRB227D Practicum: Continuing Professional Development Part 2—Assist. Prof. Maria Ivanova, PhD, 30 hours, 3 credits

### **First year**

#### *Core courses, Second semester*

MHRB311D Globalization of business. International aspects of HRM—Assoc. Prof. Stefan Stefanov, PhD and Milen Baltov, PhD, 30 hours, 3 credits

MHRB312D Changes and Strategic Human Resource Management—Assoc. Prof. Elmira Bancheva, PhD, 30 hours, 3 credits

MHRB313D Leadership and Organizational Culture—Assoc. Prof. Tsvetan Davidkov, PhD and Assist. Prof. Maria Ivanova, PhD, 30 hours, 3 credits

MHRB314D Project Management—Assoc. Prof. Kristian Hadziev, PhD and Assist. Prof. Lazar Bazlyankov, PhD, 30 hours, 3 credits

MHRB315D Quality Management and Standards—Assoc. Prof. Kristian Hadziev, PhD and Assoc. Prof. Dimitar Tenchev, PhD, 30 hours, 3 credits

MHRB316D Ethics and Corporate Social Responsibility—Assoc. Prof. Kiril Radev, PhD and Assist. Prof. Svetla Dimova, 30 hours, 3 credits

MHRB317D The Human Aspect of Business—Assoc. Prof. Elmira Bancheva, PhD, 30 hours, 3 credits

#### *Out-of-class modes of instruction (credit courses)*

MHRB321D Independent study: International Aspects and Globalization—Assoc. Prof. Stefan Stefanov, PhD and Stella Baltova, 30 hours, 3 credits

MHRB322D Project: Change Management—Assoc. Prof. Elmira Bancheva, PhD, 30 hours, 3 credits

MHRB323D Independent study: Leadership Development—Assist. Prof. Alexander Pozharliev, PhD and Kristian Georgiev, 30 hours, 3 credits

MHRB324D Project: Project Development—Assoc. Prof Kristian Hadziev, PhD and Assist. Prof. Lazar Bazlyankov, PhD, 30 hours, 3 credits

MHRB325D Practicum: Continuing Professional Development Part 3—Assist. Prof. Maria Ivanova, PhD, 30 hours, 3 credits

MHRB326D Independent study: Corporate Culture—Assoc. Prof Tsvetan Davidkov, PhD, 30 hours, 3 credits

MHRB327D Workshop: Standards and Quality Systems—Assoc. Prof Kiril Radev, PhD and Assoc. Prof Dimitar Tenchev, PhD, 30 hours, 3 credits

## **Second year**

### *Core courses, First semester*

MHRB411D Talent Management. The Employer's Brand—Assoc. Prof Elmira Bancheva, PhD, 30 hours, 3 credits

MHRB412D Working with Emotions. Managing Emotions—Assoc. Prof Elmira Bancheva, PhD and Dimitrinka Stoyanova, 30 hours, 3 credits

MHRB413D Innovation and Creativity in Organizations—Assoc. Prof. Angel Georgiev, PhD and Assoc. Prof. Vesselin Penevska, PhD, 30 hours, 3 credits

MHRB414D Knowledge Management and Human Capital Information—Assoc. Prof Maria Nikolova, PhD and Assist. Prof. Maria Ivanova, PhD, 30 hours, 3 credits

MHRB415D Research Methods in HRM—Prof. Sava Djonev, PhD, 30 hours, 3 credits

MHRB416D Organizational Analysis, Design and Development—Assist. Prof. Alexander Pozharliev, PhD, 30 hours, 3 credits

MHRB417D Entrepreneurship in the Organization and Human Resources—Assoc. Prof Angel Georgiev Assist. Prof. Maria Ivanova, 30 hours, 3 credits

### *Out-of-class modes of instruction (credit courses)*

MHRB420D Internship—Assoc. Prof Elmira Bancheva, PhD and Assist. Prof. Maria Ivanova, PhD, 150 hours, 15 credits

## **Upgrading semester**

### *Core courses*

MSMB011D Self-Management—Assoc. Prof Elmira Bancheva, PhD and Assist. Prof. Alexander Pozharliev, PhD, 30 hours, 3 credits

MSMB012D Management Control—Assoc. Prof Elmira Bancheva , PhD and Assist. Prof. Maria Ivanova, PhD, 30 hours, 3 credits

MSMB013D Mission, Values, and Ethics in the Organization—Assist. Prof. Maria Ivanova, PhD, 30 hours, 3 credits

MSMB014D Management of Stakeholders' Expectations—Assoc. Prof Elmira Bancheva, PhD and Assist. Prof. Alexander Pozharliev, PhD, 30 hours, 3 credits

MSMB015D Financial Frameworks—Assoc. Prof. Reneta Dimitrova and Assist. Prof. Lazar Bazlyankov, PhD, 30 hours, 3 credits

MSMB016D Working with Budgets—Assoc. Prof. Reneta Dimitrova and Assist. Prof. Lazar Bazlyankov, PhD, 30 hours, 3 credits

MSMB017D Marketing Management—Assoc. Prof Dimitar Tenchev and Assist. Prof. Maria Ivanova, PhD, 30 hours, 3 credits

### *Out-of-class modes of instruction (credit courses)*

MSMB021 Independent study: Roles of the Manager—Assoc. Prof Elmira Bancheva , PhD and Assist. Prof. Alexander Pozharliev, PhD, 30 hours, 3 credits

MSMB022D Independent study: Management in the Organization—Assoc. Prof Elmira Bancheva , PhD and Assist. Prof. Alexander Pozharliev, PhD, 30 hours, 3 credits

MSMB023D Independent study: Management of Financial Information—Assoc. Prof Elmira Bancheva, PhD and Assist. Prof. Alexander Pozharliev, PhD, Assoc. Prof Dimitar Tenchev, PhD

MSMB024D Independent study: Managing Relationships with Users and Customers—Assoc. Prof Dimitar Tenchev, PhD and Tsilia Stoyanova, 30 hours, 3 credits

MSMB025D Seminar: Costs and Financial Decisions—Assoc. Prof. Reneta Dimitrova and Assist. Prof. Lazar Bazlyankov, PhD, 30 hours, 3 credits

MSMB026D Project: Developing a business plan—Assoc. Prof Kristian Hadziev, PhD and Assoc. Prof Dimitar Tenchev, PhD, 30 hours, 3 credits

MSMB027D Seminar: Resources of the Manager—Assist. Prof. Maria Ivanova, PhD and Assist. Prof. Lazar Bazlyankov, PhD, 30 hours, 3 credits