



Program Catalog

DIPLOMA IN

PUBLIC ADMINISTRATION

The Program will be runned under the School of Politics and Economics with the total 6 months.

Academic Year 2026-2027

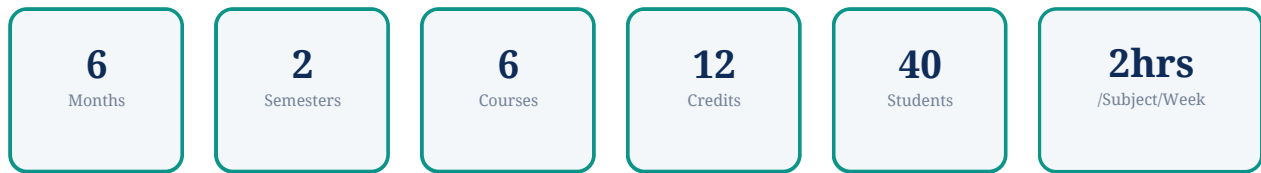
12 Credit Hours

CHIN STATE, MYANMAR

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1 Program Overview



1.1 About the Program

The **Diploma in Public Administration** offered by the KIMO Institute provides a rigorous six-month foundation in the theoretical, practical, and constitutional underpinnings of public administration. The program examines how key foundational ideas like democratic accountability, federalism, equity, and the separation of powers affect public organizations in the modern period.

The program spans two semesters, each containing three courses. It integrates lectures, discussions, and experiential learning. Teaching will be conducted by PhD holder instructors, delivered through Zoom and Google Classroom platforms. All modifications to the syllabus will be communicated in advance via Google Classroom or group messaging platforms.

1.2 Program Specifications

Target Location:	Myanmar
Program Level:	Diploma in Public Administration
Duration:	6 months (2 semesters ×12 weeks)
Delivery Mode:	Online (Zoom & Google Classroom)
Instruction Language:	Myanmar/English
Instructors:	PhD holder instructors

2 Aims & Learning Outcomes

2.1 Program Aims

The program invites students to explore the impact and outcomes that particular constitutional models produce in practice. It aims to execute effective strategies on public sector management, to develop management skills in the business of the government, to gain insight into managing people and their teams, and to understand how recruitment works in the public sector. As an undercurrent, the course offers constitutional analysis, theory, and practical application, equipping students to engage critically with governance and democratic institutions.

2.2 Learning Outcomes

By the end of the program, students will be able to:

- 01 Analytical Study**
Approach the analytical study of constitutional provisions through Constitutional Law and its procedures; explore contemporary issues on constitutional principles and legal provisions under the State's constitution.
- 02 Cultural Competency**
Understand and analyze the need for cultural competency in public administration.
- 03 Ethical Decision-Making**
Navigate through ethical dilemmas commonly confronted by career public servants using the ethics problem-solving model.
- 04 Policy Implementation**
Discuss the role of public administrators in the development, implementation, and evaluation of public policies.
- 05 Professional Writing**
Write professionally in a clear, concise, and well-argued fashion.
- 06 Theory Integration**
Critically evaluate competing theories and integrate this understanding with real-world cases.
- 07 Government Accountability**
Identify and explain government accountability for the exercise of constitutional commitments.
- 08 Critical Thinking**
Think critically, analytically, and synthetically about constitutional and management problems.

3 Course Structure

3.1 Program at a Glance

The following table outlines the module delivery sequence across the two semesters:

No.	Semester		Code	Subject
1	First	Semester	PA-01	Public Policy Administration
2	First	Semester	PA-02	Global Governance
3	First	Semester	PA-03	Advocacy, Negotiation and Conflict Resolution
4	Second	Semester	PA-04	Diversity, Dialogue and Ethical Leadership
5	Second	Semester	PA-05	Immigration Law and Policy
6	Second	Semester	PA-06	Public Management: Humanitarian, Social and Economic

4 First Semester Courses

PA-01 Public Policy Administration

This course introduces students to public administration as an area of professional practice and intellectual inquiry, examining the theoretical and constitutional underpinnings of administration, bureaucratic organizations, and modern pragmatic issues like financial, budgetary, and human resource management.

Key Topics:

Public policy analysis: Context & History, Fundamentals of Public Policy, Policy Actors, Politico-Administrative Relations, Agency Discretion and Judicial Doctrines: Ultra Vires Doctrines, Agency Adjudication: Models and Rule-of-Law Requirements, Principle of Natural Justice, Organizations & Equity in Public Administration, Employee Recruitment, Motivation and Retention, Performance Management, Remedies.

PA-02 Global Governance

This course explores the structures and processes of global governance, analyzing how transnational actors, international organizations, and civil societies cooperate to address global challenges and manage cross-border issues.

Key Topics:

Globalization and Global Governance, UN mechanism: International Cooperation, Global Administrative Law, Transnational Law, Civil Society and Social Activism, Corporations and Multi-Stakeholder Governance, Regional Integration and Multilevel Governance, Global Health Governance, Global Food Governance, Global Environmental Governance, Migration Governance.

PA-03 Advocacy, Negotiation and Conflict Resolution

An essential course focusing on building strategic communication and leadership skills. Students will learn the frameworks for resolving disputes, conducting international negotiations, and managing diverse organizational conflicts.

Key Topics:

Types of Conflicts, Strategies of Conflict Resolutions, Dealmaking, Dispute Resolution, International Negotiation, Leadership Skills, Mediation, Negotiation Skills, Salary Negotiations, Win-Win Negotiations, Alternative Dispute Resolutions.

5 Second Semester Courses

PA-04 Diversity, Dialogue and Ethical Leadership

This course examines the role of public leaders in creating inclusive cultures and navigating ethical decision-making within public organizations. It addresses contemporary social movements, anti-discrimination protections, and diverse physical/mental identities.

Key Topics:

Public Leadership and Motivation, Contemporary Social and Organizational Issues, Legal Protection against Discrimination, Stereotyping, Prejudice, and Bias, Diversity of Physical and Mental Abilities, Sexual Orientation and Gender Identity, Religion and Diversity, Building Inclusive Cultures, Modes of Dialogues: Ethical/Unethical, Ethical Decision Making in Organizations, Challenges.

PA-05 Immigration Law and Policy

A comprehensive study of people on the move, exploring forced migration, refugee movements, and diaspora studies. The course deeply reviews the political economy of migration with specific case studies including Myanmar and neighboring countries.

Key Topics:

People on the Move, Forced Migration and Refugee Studies, Emigration, Transnationalism, and Diaspora Studies, Citizenship, Membership, and the Ethics of Migration Policy, Gender and Migration, Human Rights, Security, and Migration, Political Economy, Development, and Migration, Case Studies of Immigration Policy: US, EU, Case Studies of Immigration Policy: Thailand, Myanmar, Myanmar Citizenship Law, Issues.

PA-06 Public Management: Humanitarian, Social and Economic

This course bridges the gap between public management and emergency/humanitarian response, highlighting public budgeting, bureaucratic power, transparency, and social equity in times of crisis.

Key Topics:

Historical Background and Evolution of Public Management, Stakeholder Participation and Emergency Management, The Public, Private, and Nonprofit Sectors, Public Management and Social Equity, Public Budgeting, Discretion of Public Agency, Bureaucratic Power & Politics, Public Value, Accountability and Transparency, Ethical Decision Making in Organizations, Efficiency, Entrepreneurship, & Service.

6 Teaching Methodology

6.1 Learning Engagement Activities

- 1. Lectures:** Oral presentations delivered via Zoom using projectors and whiteboards. Lectures explain the theoretical foundations of each topic and incorporate highly interactive methods including group discussion, debate, case studies, role play, and puzzle games to develop analytical and oral argument skills.
- 2. Discussion Sessions:** Periodic team discussion sessions are held throughout the semester on current issues that relate to the syllabus including power distribution, local government, and government responsibilities. These sessions strengthen students' ability to connect theory with contemporary events.
- 3. Google Classroom:** Used for commenting on posted lecture materials, problem-based learning activities, and written assignment submission. Students are expected to engage actively with posted content between live sessions.
- 4. Assignments & Presentations:** Students select a human rights or specific management issue for their final assessment, integrating personal analysis with international legal/policy frameworks. Presentations include an introduction, main content, and conclusion. Written assignments follow academic paper format with literature review, analysis, and argumentation.

6.2 Class Structure

Platform	Approach
Zoom	Interactive student-centered approach: Q&A, group discussion, roleplay, problem-based learning.
Google Classroom	Asynchronous engagement: commenting on lectures, problem-based learning, and assignment submission.

7 Assessment & Grading

7.1 Evaluation Distribution

Type of Assessment	Weight	Description
Class Participation	30%	Active engagement in live Zoom sessions and Google Classroom activities, including discussions, Q&A, and peer interaction.
Assignment	30%	Academic paper on a selected issue. Must include problem statement, literature review, narrative analysis, and personal argument. Plagiarism check applies; max 50 marks.
Final Assessment + Mini Project/Presentation	40%	Students present their research topic with structured slides: title, introduction/background, main content, and conclusion. Student ID used in place of name. Footnotes and references required.

7.2 Assignment Requirements

- 1. Statement of the Problem:** Explain why the selected issue is important to study.
- 2. Literature Review:** Review at least 4 academic sources; identify consensus, debate, and gaps.
- 3. Narrative Analysis:** Describe the issue, identify victims, violators, and duty bearers; link to legal frameworks/conventions.
- 4. Argument:** Students present their own position; no copying from other students or researchers.
- 5. Anti-Plagiarism:** Plagiarism software will be used; maximum permitted score is 50 marks.

8 Credit Hours & Fees

The program awards **12 credit units (CU)**, with 2 CUs per subject across 6 subjects. Each credit unit represents 45 hours of total student workload. The table below shows the expected time commitment per activity across the full program.

Activity	Hours / Week / Subject	Total Hours (6 subjects)
In-class lectures	2 hrs	144 hrs
Reading assignments	3 hrs	216 hrs
Self-study	1 hr	72 hrs
Writing assignments / Seminars	1 hr	72 hrs
Extracurricular activities	0.5 hrs	36 hrs
Total (1 CU = 45 hours)	7.5 hrs	540 hrs

9 Fee Structure

The academic fees for the Diploma in Public administration are structured to ensure high-quality delivery while remaining accessible to local community leaders, CDM activists, and youth in Chin State.

Admission Fee

50,000 MMK

One-time fee payable upon acceptance of offer.
Non-refundable after enrollment confirmation.

Course Fee

100,000 MMK

Full program tuition covering all six courses across both semesters. Payment schedule to be confirmed with your program coordinator.



Total program cost: **150,000 MMK** (Admission Fee + Course Fee). For payment inquiries, contact your program coordinator via Google Classroom.

10 Eligibility & Admissions

10.1 Who Should Apply?

The Diploma in Public Administration is designed for motivated individuals who wish to build a solid grounding in governance, organizational leadership, and public policy. The program welcomes applications from the following groups:

- **Community Leaders:** Individuals currently serving as community leaders or in local governance bodies.
- **Youth Leaders:** Youth leaders aged between 25–55 years who are committed to serving their communities.
- **Degree Holders:** Bachelor’s degree holders from any discipline who wish to add public management expertise to their professional profile.

10.2 Important Notes

- Maximum enrollment is 40 students per cohort.
- Classes are conducted online via Zoom and Google Classroom.
- Students must have reliable internet access for live sessions.
- Course content and schedule may be modified based on prevailing political and security circumstances. All changes will be communicated via Google Classroom or group messaging platforms in advance.