**LIST OF QUESTIONS AND RECOMMENDED LITERATURE (SUGGESTED READINGS) IN ENGLISH FOR THE PREPARATION TO PASS CANDIDATE (PhD) EXAM,**

**SPECIAL DISCIPLINE 08.00.05 – ECONOMICS AND MANAGEMENT OF THE NATIONAL ECONOMY**

**(Examination commission No. 27; responsible coordinator – Vladimir Fateyev)**

**СПИСОК ВОПРОСОВ И РЕКОМЕНДУЕМАЯ ЛИТЕРАТУРА НА АНГЛИЙСКОМ ЯЗЫКЕ ДЛЯ ПОДГОТОВКИ К КАНДИДАТСКОМУ ЭКЗАМЕНУ ПО СПЕЦИАЛЬНОЙ ДИСЦИПЛИНЕ 08.00.05 – ЭКОНОМИКА И УПРАВЛЕНИЕ НАРОДНЫМ ХОЗЯЙСТВОМ (экзаменационная комиссия № 27; ответственный – В.С. Фатеев)**

***Information:*** Each examination paper on special discipline 08.00.05 must include answers to the following four questions:

1. a question from section 1.1 "General Economic Theory" of ***The Program-minimum for the Candidate (PhD) Exam in the Special Discipline 08.00.05***, approved by order of the Higher Attestation Commission of the Republic of Belarus dated 04/27/2011 No. 92 (hereinafter – *The Program-minimum*; see in Russian: <https://vak.gov.by/node/1578>);
2. a question from section 1.2 "Foundations of the Theory of Economic Systems Management" of *The Program-minimum*;
3. a question from section 2 of *The Program-minimum* for the relevant specialization within the specialty 08.00.05;
4. a question from an Additional program, approved personally for each PhD student.

**List of questions from section 1.1 "General economic theory" of The Program-minimum (for exam and self-assessment)**

1. What is economics, and why is it important? What are the reasons to study economics?
2. What is the scarcity in economics?
3. Why the division of labor and specialization increase production?
4. What is the difference between microeconomics and macroeconomics?
5. Explain differences of four main types of economic systems (traditional, command, market, and mixed).
6. Identify factors that affect demand and supply.
7. What are the main factors of production in economics?
8. What are the 4 main parts of the circular flow diagram in economics?
9. What is a monopoly, and what are the reasons for a state antimonopoly (antitrust) policy?
10. Explain protectionism and its three main forms (tariffs, import quotas, and nontariff barriers).
11. How can you locate the equilibrium point on a demand and supply graph?
12. What are the main tools the government can use to influence the economy?
13. Evaluate how economists measure gross domestic product (GDP). How do you calculate real GDP from nominal GDP?
14. Explain how and where government policy can help economic growth.
15. What is a business (trade) cycle? Explain its phases, and effects.
16. What is money and its importance? Explain the various functions of money.
17. What is fiscal policy? Describe the key objectives, types and tools of fiscal policy.
18. Explain how fiscal policy and monetary policy are interconnected.
19. Explain the taxes, their types, and taxation role in fiscal policy.
20. What does the word “investment” mean?
21. Define “inflation” and explain the types of inflation.
22. What is unemployment and its main types?

***Suggested Readings:***

1. Greenlaw, S.A., Shapiro, D. (2018) Principles of Microeconomics 2e [Electronic resource] / Steven A. Greenlaw and David Shapiro; OpenStax. – Houston: Rice University. – 581 pp. – Mode of access: https://d3bxy9euw4e147.cloudfront.net/oscms-prodcms/media/documents/Microeconomics2e-OP.pdf. – Date of access: 05.01.2022.
2. Greenlaw, S.A., Shapiro, D. (2018) Principles of Macroeconomics 2e [Electronic resource] / Steven A. Greenlaw and David Shapiro; OpenStax. – Houston: Rice University. – 617 pp. – Mode of access: https://d3bxy9euw4e147.cloudfront.net/oscms-prodcms/media/documents/Macroeconomics2e-OP\_08uAIKN.pdf. – Date of access: 05.01.2022.
3. Blaug, M. (1985). Economic Theory in Retrospect [Electronic resource]. – 4th ed. – Cambridge: Cambridge University Press. – 737 pp. – Mode of access: http://pratclif.com/2014/blaug-economic-theory-in-retrospect.pdf. – Date of access: 05.01.2022.
4. Jehle, G.A., Reny, P.J. (2011) Advanced Microeconomic Theory [Electronic resource]. – 3rd ed. – Harlow: Pearson Education Ltd. – 673 pp. – Mode of access:\_https://zalamsyah.staff.unja.ac.id/wp-content/uploads/sites/286/2019/11/1-Advanced-Microeconomic-Theory-3rd-Ed.-JEHLE-RENY.pdf. – Date of access: 05.01.2022.
5. Nicholson, W., Snyder, C. (2008) Microeconomic Theory: Basic Principles and Extensions [Electronic resource]. – 10th ed. – Mason, OH: Thomson South-Western. – 740 pp. – Mode of access: https://edisciplinas.usp.br/pluginfile.php/2871502/mod\_resource/content/1/Nicholson%20%20Snyder%20%282007%29%20-%20Microeconomic%20theory%20-%2010%20ed..pdf. – Date of access: 05.01.2022.
6. Curtis, D. and Irvine, I. (2017) Principles of Macroeconomics [Electronic resource]: An Open Text by Douglas Curtis and Ian Irvine; Lyryx. – Version 2017. – Revision B. –– Mode of access: https://lyryx.com/wp-content/uploads/2017/08/CI-Principles-of-Macroeconomics-2017-RevisionB.pdf. – Date of access: 05.01.2022.
7. Reynolds, R.L. (2011) Basic Microeconomics [Electronic resource]: Adapted from the original work by Prof. R. Larry Reynolds; Textbook Equity, Inc. – 301 pp. – Mode of access: https://textbookequity.org/Textbooks/tbq\_reynolds\_microeconomics\_07.pdf. – Date of access: 05.01.2022.
8. International Monetary Fund (2017) Back to Basics: Economic concepts explained [Electronic resource] / IMF. – 81 pp. – Mode of access: https://www.imf.org/external/pubs/ft/fandd/basics/pdf/Economic-concepts-explained.pdf. – Date of access: 05.01.2022.

**List of questions from section 1.2 "Foundations of the Theory of Economic Systems Management" of The Program-minimum**

1. Define and explain the concept of Management.
2. What are the similarities and differences between concepts of Management, Administration and Governance?
3. Explain the importance of management for an organization.
4. Briefly explain the evolution of management thoughts along with the theories of management and the problems they address.
5. Why knowledge of the evolution of management theories is important for managers?
6. Describe major ideas of scientific management.
7. How can knowledge of the past school of management thought benefits today managers?
8. Explain Maslow’s hierarchy of needs.
9. Describe and explain the different levels of management. What are the main managers’ skills?
10. What functions do managers perform (functions of management)?
11. Define planning. Explain the nature, types and other characteristics of planning.
12. Define organizing. Explain the process of organizing.
13. Define controlling. Explain the process of controlling, and various types and steps of controlling.
14. Explain the economic impact of small business, explain the major advantages and disadvantages of small businesses.
15. Why and how governments should help small businesses?
16. Define strategic management and its importance, strategy, and business model.
17. What is public administration? Explain the nature, scope and importance of public administration.
18. Explain the similarities between public and private administration (management).
19. What is public-private partnership (PPP)?
20. Explain the concept “New Public Management”.

***Suggested Readings:***

1. Principles of Management (2019) [Electronic resource] / OpenStax. – Houston: Rice University. – 667 pp. – Mode of access: https://d3bxy9euw4e147.cloudfront.net/oscms-prodcms/media/documents/PrinciplesofManagement-OP.pdf. – Date of access: 05.01.2022.
2. Holzer, M., Schwester R.W. (2015) Public administration: an introduction [Electronic resource] / Marc Holzer, Richard W. Schwester. – 2nd ed. – New York: Routledge. – 661 pp. – Mode of access: https://www.academia.edu/3708044/Public\_Management\_Old\_and\_New\_Laurence\_E\_Lynn\_Jr. – Date of access: 05.01.2022.
3. Lynn, L.E. Jr. (2006) Public management: old and new [Electronic resource] / Laurence E. Lynn, Jr. – New York: Routledge. – 210 pp. – Mode of access: https://www.academia.edu/3708044/Public\_Management\_Old\_and\_New\_Laurence\_E\_Lynn\_Jr. – Date of access: 05.01.2022.
4. Thenmozhi, M. Management concepts and fundamentals [Electronic resource] / PPT-presentation. – Mode of access: https://nptel.ac.in/content/storage2/courses/122106031/slides/1\_1s.pdf. – Date of access: 05.01.2022.
5. Introduction, meaning and importance of management [Electronic resource]. Mode of access: http://anucde.info/bba1a.pdf. – Date of access: 08.01.2022.
6. Nature of management [Electronic resource]. Mode of access: https://www.academia.edu/9960267/pdf\_file\_introduction\_to\_management. – Date of access: 08.01.2022.
7. An introduction to public administration [Electronic resource]. Mode of access: https://archive.mu.ac.in/myweb\_test/SYBA%20Study%20Material/pol\_sc-III.pdf. – Date of access: 08.01.2022.
8. Manjunath, V. (2015) Difference between Governance, Administration and Management [Electronic resource] / LinkedIn Corporation. – Mode of access: https://www.linkedin.com/pulse/difference-between-governance-administration-management-manjunath-v/. – Date of access: 05.01.2022.
9. Chhotray, V., Stoker, G. (2009) Governance theory and practice: a cross-disciplinary approach [Electronic resource] / Vasudha Chhotray and Gerry Stoker. – Basingstoke: Palgrave and Macmillan. – 296 pp. – Mode of access: http://blog.ub.ac.id/irfan11/files/2013/02/Governance-Theory-A-Cross-Disciplinary-Approach-oleh-Vassuda-C.pdf. – Date of access: 09.01.2022.

**List of questions from section 2 of The Program-minimum for the relevant specialization within the specialty 08.00.05**

1. What is Human Resource Management (HRM)?
2. Specify the objectives of Human Resource Management.
3. Explain similarities and differences between human resource management (HRM) and personnel management.
4. Explain the importance of HRM in organizations.
5. Explain the roles of the human resource manager.
6. What is human resource planning (HRP)?
7. What are the benefits of human resource policies?
8. What is the concept of Recruitment?
9. What are the types of training?
10. What is a human resource information system or human resource management system (HRMS)?
11. What are the factors responsible for the growth of human resource management?
12. What are the stages in career development?
13. What do we mean by innovation?
14. What are the types of innovation?
15. Explain what is the relationship between innovation and entrepreneurship?
16. What are the types of technology?
17. What is the link between technology change and productivity?
18. Explain the financing opportunities that are available for innovation organizations.
19. What are the difficulties that are faced by Entrepreneurs in formulating a new products and promoting it?
20. Explain some ways in which the company could become more innovative.

***Suggested Readings:***

1. Armstrong, M. (2006) A Handbook of human resource management practice [Electronic resource] / Michael Armstrong. – 10th ed. – London and Philadelphia: Kogan Page Limited. – 982 pp. – Mode of access: https://www.academia.edu/11376756/Handbook\_of\_Human\_Resource\_Management\_Practice\_10th. – Date of access: 09.01.2022.
2. Armstrong’s Handbook of Human Resource Management Practice (2014) [Electronic resource] / Michael Armstrong. – 13th ed. – London and Philadelphia: Kogan Page Limited. – 440 pp. – Mode of access: https://e-uczelnia.uek.krakow.pl/pluginfile.php/604792/mod\_folder/content/0/Armstrongs%20Handbook%20of%20Human%20Resource%20Management%20Practice\_1.pdf?forcedownload=1. – Date of access: 09.01.2022.
3. Human Resource Management [Electronic resource] / The Open University if Hong Kong. – 466 pp. – Mode of access: https://www.opentextbooks.org.hk/system/files/export/32/32088/pdf/Human\_Resource\_Management\_32088.pdf. – Date of access: 09.01.2022.
4. Handbook of the Economics of Innovation. Volume 1 (2010) [Electronic resource] / Ed. by Bronwyn H. Hall and Nathan Rosenberg. – Amsterdam: Elsevier. – 803 pp. – Mode of access: http://users.metu.edu.tr/pamukcu/HandbookofInno2010.pdf. – Date of access: 09.01.2022.
5. Innovation management (2013) [Electronic resource] / Borut Likar [et al.]; ed. by Borut Likar; Institute for Innovation and Technology. – Ljubljana: Korona plus. – 180 pp. – Mode of access: https://www.researchgate.net/publication/292127499\_Innovation\_management. – Date of access: 09.01.2022.

**List of questions from the ADDITIONAL PROGRAM candidate's exam in a special discipline approved personally for YOUSSEF HUSSEIN SALEH – postgraduate student of the Department of National Economics and Public Administration**

1. What theoretical models of innovation exist; what types of innovations are identified?

2. What trends in strategic socio-economic development in Australia actualize human resource management?

3. What tools are used in human resource management?

4. What are the role of organizational innovation, business processes in the development of innovative entrepreneurship?

5. How is the organizational capability of the company assessed?

6. How does information technology affect human resource management?

7. What is the role of public-private partnership in the development of innovation?

8. How is a company's innovation potential measured?

9. What is Mission-oriented projects for human resource management?

**Suggested Readings:**

1. Baron, J. N., and Kreps, D. M. 1999. Strategic Human Resources: Frameworks for General Managers, New York, John Wiley.

2. Brown, P., Green, A., Launder, H. 2001, High skills: globalization, competitiveness and formation. Oxford University Press. Oxford.

3. Hendry, C. (1995). Human Resource Management: A Strategic Approach to Employment, Oxford: Butterworth-Heine.

4. Gallie, D. 2009. Employment Regimes and quality of work. Oxford Scholarship On-line. Oxford.

5. Felin, T., Hesterly W. S. 2007. The Knowledge-Based View, Nested Heterogeneity, and New Value Creation: Philosophical Considerations on the Locus of Knowledge // Academy of Management Review. Vol. 32, No. 1. https://doi.org/10.5465/amr.2007.23464020

6. Loyed-Ellis, H., Roberts, J. 2002. Twin engines of growth: skills and technology as equal partners in balanced growth//Journal of Economic Growth 7(2) P. 87-115.

7. Lacetera N., Cockburn I., Henderson R. 2004. Do firms change capabilities by hiring new people? A study of the adoption of science-based drug discovery. In: Baum J. (ed.). Advances in Strategic Management. Vol. 21. Business Strategy over the Industry Lifecycle. Emerald Group Publishing; 133159.

8. Lepak, D., Snell, S. 2002. Examining the Human Resource Architecture: The Relationships Among Human Capital, Employment, and Human Resource Configurations// Journal of Management 2002 28(4) 517–543.

9. Lundvall, B.-Å. 1988. Innovation as an interactive process—from user–producer interaction to national systems of innovation, in Dosi, G., Freeman, C., Nelson, R., Silverberg, G. and Soete, L. L. G. (eds), Technical Change and Economic Theory, London, Pinter.

10. Porter, M. E. 1996. What is strategy?, Harvard Business Review, vol. 74, 61–80.

11. Edquist, C. (2005). “Systems of innovation: Perspectives and challenges”. The Oxford Handbook of Innovation. Chapter 7, pp. 181 -208.

12. Patel, P., and Pavitt, K (1994). The Nature and Economic Importance of National Innovation Systems. STI Review, 14: 9–32, OECD, Paris.

13. Ployhart, R. E., & Moliterno, T. P. (2011).Emergence of the human capital resource: A multilevel model. Academy of management review, 36 (1), 127-150.

14. Innovation and Science Australia 2017, Australia 2030: prosperity through innovation, Australian Government, Canberra// https://www.industry.gov.au/data-and-publications/australia-2030-prosperity-through-innovation.

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