

3.3. Educational Program of the specialization “Personnel Management”
The head of the project group (Guarantor of educational program – PhD, professor

**1. Profile of the educational program
 from the specialty 073 «Management»
 (specialization “Personnel Management»)**

1 – - General information	
Full name of the higher educational establishment and structural unit	Kyiv National University of Trade and Economics Faculty of Economics, Management and Psychology Department of Management
Degree of higher education and the name of the qualification in the language of the original	degree of higher education "master" specialty «Management» specialization «Personnel Management»
The official name of the educational program	«Personnel Management»
Type of diploma and volume of educational program	Masters degree, unitary, 90 ECTS credits, term of training – 1 year 4 months
Presence of accreditation	Ministry of Education and Science of Ukraine, Ukraine Order N 1565, 19.12.2016, Certificate valid up to 01.07.2024
Cycle / Level	NRC Ukraine - 8 level, FQ-EHEA - second cycle, EQF-LLL - 7 level
Prerequisites	- Scientific degree - Bachelor - Conditions for admission to study under the Program are governed by the Rules of admission to KNUTE.
Language (s) Teaching	Ukrainian
Validity of the educational program	01/07/2024
Internet address of the permanent placement of the description of the educational	https://knute.edu.ua

program	
2 – The purpose of the educational program	
Forming modern management thinking and system of knowledge in staff management, understanding of conceptual basics of human resources management, acquiring skills for making and realization of grounded staff decisions under the dynamic external environment.	
3 – Characteristics of the educational program	
Subject area (branch of knowledge, specialty, specialization)	Branch of Knowledge 07 «Management and Administration», Specialty 073 «Management», Specialization «Personnel Management» Subjects forming the main competencies – 43,5%, Practical training – 4,0%. Optional subjects – 52,5%.
Orientation of educational program	Fundamental general economic training and orientation to practical aspects of using modern instruments of human resources management at the organizations (academic, professional, research)
The main focus of the educational program and specialization	Forming professional competence for effective using principles of human resources management for ensuring effective functioning and development of organizations of different branches and juridical forms Key words: effectiveness of personnel social development, communication competence, organizational behavior, career management, staff audit, information technologies in staff management, cross culture interaction
Features of the program	Combining theoretical training of students, practical studying at organizational staff services and recruiting companies with research work (with writing articles including)
4 – Eligibility of graduates for employment and further training	
Eligibility for employment	Provided acquiring appropriate experience one can adapt to the following directions of adjacent professional activity: economical, marketing, foreign economic, educational, research ones Personnel management Master is able to fill positions in accordance with the National Professions Classifier ДК 003:2010 as a: director of staff and daily chores, personnel manager, social and corporative responsibility manager, the head of human resources department, the head of job engineering and remuneration department, the head of the staff training department, specialist in staff development, the head of the social development department, the head of the professional development courses, staff matters work and public service specialist
Further education	Opportunity to study programs: NRC Ukraine - level 9, FQ-EHEA – third cycle, EQF-LLL - 8 level
5 – Teaching and evaluation	
Teaching and learning	Focused on students teaching with the usage of thematic, problematic, overviewing, binary, dual, conference lectures, including ones with the participation of specialist-practitioners, consultation lectures with presentations, discussions, trainings, moderations, situations modeling, using case study methods with solving real tasks, implementation of

	ordered by enterprises projects by students, working in small groups, students self studying, preparing final qualification work.
Assessment	Current control, written exams, practice, presentations, projects, protection of the final qualifying work. Assessment is carried out in accordance with the Statute on students' knowledge control system based on credit modular system of tuition process organization.
6 – Program competencies	
Integral competence	Ability to solve complex specialized tasks and practical problems in personnel management and during the process of studying, which implies applying of definite theories and methods of appropriate science and is characterized by complexity and uncertainty of conditions.
General competences (GC)	<p>GC 1 ability to solve complex problems and tasks maintaining critical attitude to established scientific concepts, to qualitative performance of duties, according to the legislative regulations, protection of national interests, human rights, combining public, collective and individual interests.</p> <p>GC 2 ability to solve new problems of management under the impact of changing and complicated environment of enterprise functioning</p> <p>GC 3 ability to solve managerial tasks in the team with the participation of leader, maintain steady relations with different representatives of contact auditoriums</p> <p>GC 4 ability to evaluate and analyze socio economic processes and phenomena on the global (mega), macro, mezzo and micro levels.</p> <p>GC 5 ability to initiate and carry out scientific researches which can bring to acquiring new knowledge</p> <p>GC 6 ability to create and organize effective communications in the process of management on the basis of in the process of management on the basis of generalization and analyzing of complicated complex information</p> <p>GC 7 ability to communicate orally and in writing, in state and foreign languages, keeping to ability to communicate orally and in writing, in state and foreign languages, keeping to generally accepted behavior standards and morality at interpersonal relations</p> <p>GC 8 ability to initiative, responsibility and skills of preventive and contingency planning, professional activity safety measures management, ability to make decisions at difficult and force majoring situations, use knowledge of international regulations and Ukraine's legislation in the sphere of population life safety, labour and civil protection system management</p>
Professional competence of the specialty (PC)	<p>PC 1 ability to form effective personnel management system using laws, regularities and principles of its functioning</p> <p>PC 2 ability to monitor the work force needs of the society and interact effectively with agents of labor market, analyze and regulate population employment</p> <p>PC 3 ability to investigate world tendencies of human resources development management with the usage of information systems and management</p> <p>PC 4 ability to search information from different sources, use it for</p>

	<p>making effective decisions and work out their alternative variants</p> <p>PC 5 ability to conduct scientific and applied researches in the sphere of personnel management and teach professional oriented disciplines</p> <p>PC 6 ability to ensure qualitative and successful performance of the professional tasks based on new standards system implementation and intellectual property requirements</p> <p>PC 7 ability to protect human and civil rights, create and improve own publicity, establish priority of life and career objectives</p> <p>PC 8 ability to create effective organizational interaction between employees and executives using the principles of corporate and social partnership</p> <p>PC 9 ability to organize work with the personnel keeping to the social responsibility and contract law principles balancing the interests of employers and employees</p> <p>PC 10 ability to use methods of socio psychological impact on employees' behavior in their professional activity and reconcile organizational</p> <p>PC 11 ability to make plans of personnel individual development and assess abilities of realizing career objectives and social leadership by them using necessary resources</p> <p>PC 12 ability to make innovation plans and projects in the sphere of working with the staff and assess their realization effectiveness</p> <p>PC 13 ability to keep to principles of public management of employees' social protection in the society and organization</p> <p>PC 14 ability to implement changes in the sphere of work with the staff and at the organization with a view of raising the level of its business reputation in the sphere of activity</p> <p>PC 15 ability to assess the effectiveness of staff management system realization at the organization basing on the results of staff auditing</p> <p>PC 16 ability to use modern states of fundamental sciences on cross cultural peculiarities of employees' and organizations' development</p> <p>PC 17 ability to provide consultant services in the sphere of labor law and legal securing of staff work at the organization</p> <p>PC 18 ability to diagnose staff risks factors and crisis situations at the organization, develop and economically ground anti crisis management programs</p>
7 – Program learning outcomes	
	<p>PLO 1. To form efficient organizational staff management system taking into account specification of juridical organizing for and branch of activity, including providing interaction between personnel management departments with other department and line executives</p> <p>PLO 2. To use modern information and communication technologies in management, methods of collecting social information, qualitative and quantitative data processing</p> <p>PLO 3. To plan and forecast the system of staff work at the organization, assess its staff potential, select and realize effective staff strategies</p>

	<p>PLO 4. To identify possible risks at the organizational activity and development, analyze causes and effects of staff decisions, work out and realize managerial actions to prevent crisis occurrences at the organizational and employees' activity</p> <p>PLO 5. To use principles of corporate management, participate in forming of dividend policy of an enterprise and arranging of corporate conflicts, actions to prevent and resist raiding/hostile takeover</p> <p>PLO 6. To make and realize decisions on preventing dysfunctional staff behavior, professional diseases and production traumatism, interpersonal and group conflicts</p> <p>PLO 7. To use modern methods of staff diagnosis at the organizations of different juridical organizational forms using modern information systems and management technologies</p> <p>PLO 8. To prepare business meetings and conferences, perform other technologies of staff work at the organizations of different sizes and juridical organizational forms, including government service system</p> <p>PLO 9. To use labor law regulations in the sphere of labor and engineering safety, control ensuring social safeguards of employees, cooperate with state and public institutions of social protection</p> <p>PLO 10. To work out plans of organization and workers' association social development, initiate activities on staff effectiveness work raising, participate in working out of collective agreement and staff motivation terms and conditions</p> <p>PLO 11. To interact with state placement services, search problems of labor market, monitor sources of searching candidates for vacancies in the sphere of organization activity using Internet technologies</p> <p>PLO 12. To determine positive and negative tendencies and occurrences at work with staff by results of staff auditing, work out measures to save qualified personnel at the organization and raise its reputation level in the industry</p> <p>PLO 13. To regulate the dismissing processes according to the labor law regulations and prepare appropriate regulating and report documents</p> <p>PLO 14. To monitor staff innovations, generate new ideas, assess their adaptability to organization activity specification and socio economic effectiveness of implementation</p> <p>PLO 15. To analyze and synthesize socially impotent problems and processes at planning and realizing of changes at staff work using effective mechanisms of realizing and assess the effectiveness of their implementation at the organizations of different types and juridical organizational</p> <p>PLO 16. To assess organization abilities to realize career plans of the staff, work out individual development plans and career relocation matrix</p> <p>PLO 17. To maintain business contacts with external and foreign partners, negotiate in state and one of the foreign languages</p> <p>PLO 18. To investigate international labor markets, eurointegration processes and perspectives of cooperation with foreign partners on the basis of cross cultural interaction and ethics</p> <p>PLO 19. To initiate, work out, implement and assess effectiveness of realization of investment innovation projects of organizational staff development</p> <p>PLO 20. To organize, hold pr participate in negotiations, settle dispute</p>
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	<p>problems and prevent conflicts at negotiating</p> <p>PLO 21. To work at international teams using skills of interpersonal communication and social leadership, adaptability and flexibility at different situations connected with the work in the field</p> <p>PLO 22. To reveal actions which may damage information and staff security of the organization, define the legitimacy of staff report keeping in accordance with legislative requirements</p> <p>PLO 23. To participate in the working out of additional social securities for the organizational employees basing on searching principles of their social responsibility and organizational behavior</p>
8 – Resource support for the implementation of the program	
Personnel provision	<p>Graduating and responsible for the training of business management bachelors is the Management department of KNUTE. The head of the department has PhD degree and academic title of professor</p> <p>96% of teaching staff who provide the academic process have academic titles and degrees . all the scientific pedagogical workers have labor contracts</p>
Material and technical support educational	<p>Provision with the premises for conducting classes and testing – 4 sq.m per person</p> <p>40% of classes for studying are equipped with multimedia facilities</p> <p>Infrastructure of KNUTE: libraries, including reading hall, catering outlets, congress hall, gymnasiums, stadium, aid post, hostels</p>
Informational and educational support	<p>There is an access to data base of scientific periodicals of appropriate or related specialization in English (the common usage of several educational establishments base is accepted</p> <p>There is an official web site of KNUTE where the main information on its activity is placed (structure, licenses, accreditation certificates; educational, scientific, publishing, attestation activities, educational and scientific departments and their membership, the list of educational disciplines, the rules of entering, contact information): https://knute.edu.ua.</p> <p>At the laboratory of correspondence education of KNUTE there are educational methodical materials on disciplines of tuition plan http://ldn.knute.edu.ua</p>
9 – Academic mobility	
National credit mobility	<p>Short term studying of all educational levels students (except bachelors of the first year of studying) according to previously defined courses with receiving credits at universities of states-members of ERASMUS+ program with the obligatory recognition of studying results (reoffseting credits) within period of 3 months (min) to 12 months (max). for practical study - from 2 to 12 months</p>
International credit mobility	<p>Mobility for studying at full course educational program, for receiving common, dual, multilateral Master diploma according to existing mobility students programs:</p> <p>Business School AUDENCIA, Nant. France</p> <p>University of Grenoble Alps, Grenoble, France</p> <p>University of Economics and Management , Shchezin, Poland</p>
Education for foreign applicants for higher education	<p>Foreign citizens can study at KNUTE</p> <p>At the preparatory department for foreigners and people without citizenship – 1 year</p> <p>- day time and correspondence studying – 1 year 5 months</p>

2. List of components of the educational program and their logical consistency

2.1. List of components of EP

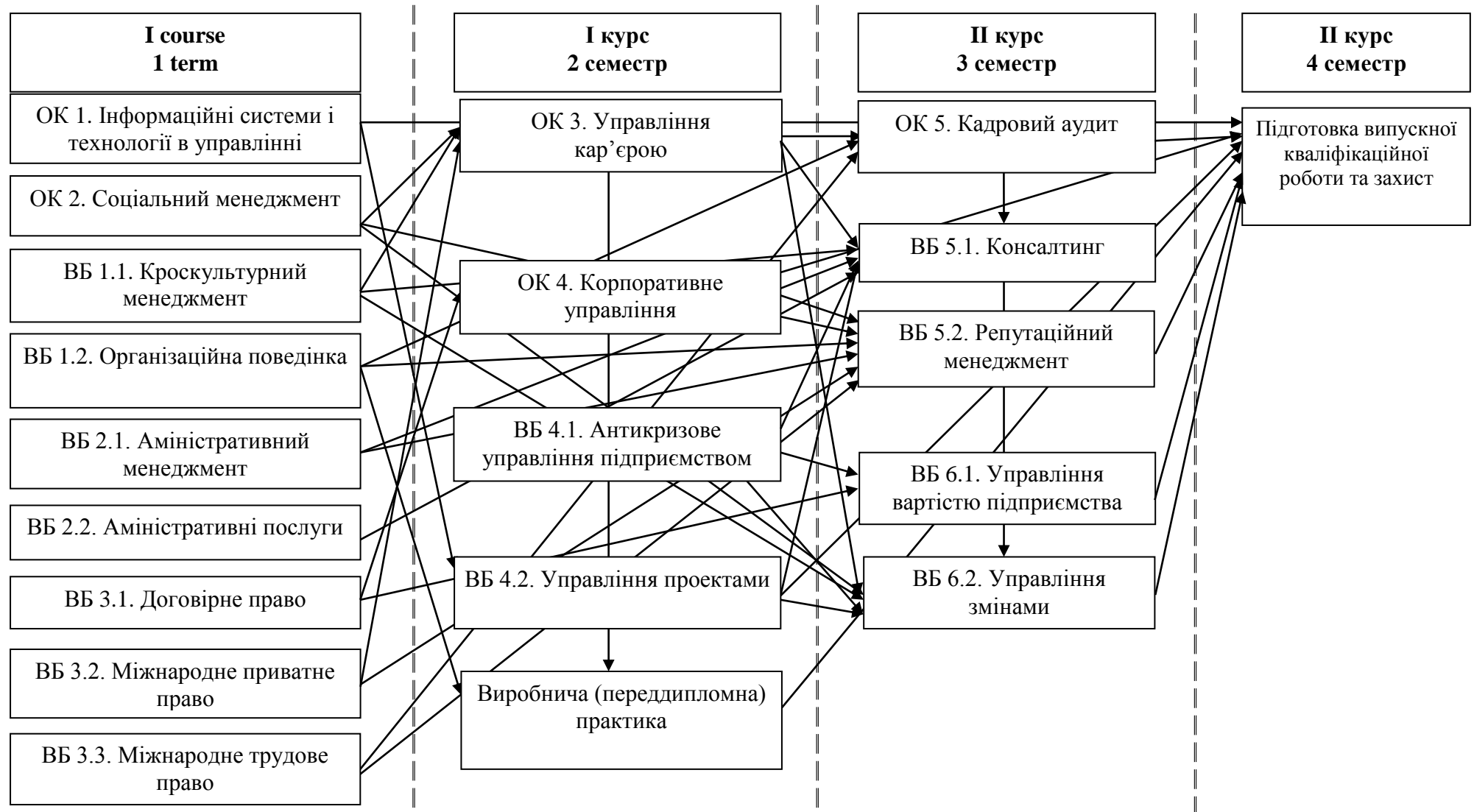
Code e/d	Components of the educational program (educational disciplines, term papers), field experience, qualification exam, final qualification work)	Number of credits	Form of final control
Compulsory Components of EP			
CC 1	Information systems and technologies in management	6	exam
CC 2	Social management	6	exam
CC 3	Career management	7,5	exam
CC 4	Corporate management	6	exam
CC 5	Staff audit	6	exam
	Total of Compulsory Components:	31,5	
Optional Components of EP			
OC 1.1	Crosscultural management	6	exam
OC 1.2	Organizational behavior	6	exam
OC 2.1	Administrative management	6	exam
OC 2.2	Administrative services	6	exam
OC 3.1	Contract Law	6	exam
OC 3.2	International Private Law	6	exam
OC 3.3	International Labor Law	6	exam
OC 4.1	Anti-crisis management of an enterprise	7,5	exam
OC 4.2	Projects Management	7,5	exam
OC 5.1	Consulting	6	exam
OC 5.2	Reputation management	6	exam
OC 6.1	Management of Enterprise Value	6	exam
OC 6.2	Alterations management	6	exam
	Total of Optional Components	37,5	
Practical studying			
	Pregraduate field experience	9	Credit
Attestation			
	Preparation of the final qualifying work and its protection	12	
	Total of Educational Program	90	-

3. Form of certification of applicants for higher education

The certification of graduates of the educational program of specialty 073 "Management" specialization "Personnel Management" is carried out in the form of the protection of the final qualifying work and ends with the issuance of the document of the established sample on awarding a Master's degree with the qualification: the degree of higher education " Master " specialty "Management" specialization "Personnel Management".

The certification is carried out openly and publicly.

2.2. Structural Logic Scheme of Educational Program



4. Matrix of compliance of program competencies to the components of the educational program

	ОК1	ОК2	ОК3	ОК4	ОК5	ВБ1.1	ВБ1.2	ВБ2.1	ВБ2.2	ВБ3.1	ВБ3.2	ВБ3.3	ВБ4.1	ВБ4.2	ВБ5.1	ВБ5.2	ВБ6.1	ВБ6.2
ЗК1		+		+						+	+	+						
ЗК2		+		+			+											
ЗК3			+		+		+		+						+	+		
ЗК4		+	+		+	+	+						+	+	+	+		+
ЗК5		+	+	+	+	+	+											+
ЗК6	+											+			+	+		
ЗК7		+	+	+	+	+	+	+	+		+	+	+	+	+	+	+	+
ЗК8									+				+	+			+	
ФК1		+			+			+		+	+	+			+	+		+
ФК2	+	+			+	+					+	+			+		+	+
ФК3	+	+			+	+	+			+	+			+	+	+		+
ФК4	+		+	+	+		+		+				+	+	+	+	+	+
ФК5	+		+														+	
ФК6		+						+	+					+	+	+		
ФК7				+	+					+	+						+	
ФК8		+	+		+											+		
ФК9		+					+											
ФК10			+								+				+			
ФК11			+	+	+						+							
ФК12	+				+								+	+				
ФК13										+	+							
ФК14					+	+											+	+
ФК15	+					+									+			+
ФК16				+										+		+		
ФК17	+						+		+			+	+	+	+	+		
ФК18						+						+			+		+	+

5. Provision matrix of program learning outcomes (PLO) with relevant components of the educational program

	OK1	OK2	OK3	OK4	OK5	BB1.1	BB1.2	BB2.1	BB2.2	BB3.1	BB3.2	BB3.3	BB4.1	BB4.2	BB5.1	BB5.2	BB6.1	BB6.2
ПРН 1				+		+	+	+		+	+	+				+		
ПРН 2	+	+		+		+	+								+		+	
ПРН 3		+		+		+	+		+								+	
ПРН 4		+			+	+						+	+	+	+	+	+	+
ПРН 5		+	+	+	+						+							
ПРН 6			+			+	+	+						+	+	+		
ПРН 7	+				+	+	+	+	+					+	+			
ПРН 8						+	+										+	
ПРН 9		+			+		+			+	+	+	+	+				
ПРН 10		+			+		+			+		+			+			+
ПРН 11	+	+			+	+		+	+			+					+	
ПРН 12			+	+											+	+	+	+
ПРН 13				+							+	+	+	+				+
ПРН 14					+								+	+	+			+
ПРН 15		+	+		+	+	+							+	+		+	+
ПРН 16			+									+		+				
ПРН 17		+		+			+	+	+	+	+			+		+		
ПРН 18						+	+	+	+				+			+	+	
ПРН 19			+		+		+						+	+			+	
ПРН 20			+	+						+			+	+	+	+	+	+
ПРН 21			+		+	+	+			+	+	+				+		+
ПРН 22	+					+	+	+	+						+			
ПРН 23		+		+			+								+	+		+