

3. Educational Programme

Project team leader (Director of the Bachelor's degree programme)

PhD in Economics, Associate Professor Holovnia Y.I.

3.1. Profile of the Educational Programme from the subject area 073 «Management» (Educational Programme «Municipal Management»)

1 – General information	
Full name of IHE and structural unit	State University of Trade and Economics Faculty of Economics, Management and Psychology Department of Public Management and Administration
Academic degree and qualification title in the original	Academic degree bachelor Subject area «Management»
Educational Programme title	«Municipal Management»
Compliance with the standard of higher education of the Ministry of Education and Science of Ukraine	in accordance with the Standard of higher education of the Ministry of Education and Science of Ukraine
Qualification title (degree), Educational Programme credits and duration	Bachelor's degree single, 240 ECTS credits, term of study 3 years 10 months
Accreditation	Accreditation certificate issued by the Ministry of Education and Science of Ukraine valid until July 1, 2024 on the basis of the order of the Ministry of Education and Science of Ukraine dated 19.12.2016 No. 1565
Cycle/Level	NQF of Ukraine – 6 th level, FQ-EHEA – 1 st cycle, EQF-LLL – 6 th level.
Academic background	Availability of complete general secondary education/junior specialist degree. The conditions of admission and study under the Programme are regulated by the Rules of Admission to SUTE.
Language(s) of instruction	Ukrainian
Educational Programme duration	up to 01.07.2024.

Internet address of the permanent placement of the description of the Educational Programme	https://knute.edu.ua/
2 – Educational Programme Aim	
Training of specialists for a qualitatively new type of management and formation of practical skills and abilities in them, necessary for the successful implementation of economic, organizational and managerial, project activities in the field of municipal management, focused on managed development, advanced management approaches and technologies, socially determined results and partnership the style of local government, business, and community relations.	
3 - Educational Programme General Information	
Subject area	<p>Object of study: management of organizations and their divisions.</p> <p>Learning goals: training of specialists capable of solving practical problems and complex specialized tasks, characterized by complexity and uncertainty of conditions, in the field of management of organizations and their divisions.</p> <p>Theoretical content of the subject area: paradigms, laws, regularities, principles, historical prerequisites of management development; concepts of systemic, situational, adaptive, anticipatory, anti-crisis, innovative, project management, etc.; functions, methods, technologies and managerial decisions in management. Methods, techniques and technologies: general scientific and specific research methods (calculation-analytical, economic-statistical, economic-mathematical, expert assessment, factual, sociological, documentary, balance, etc.); methods of implementing the management function (marketing research methods; methods of economic diagnostics; methods of forecasting and planning; methods of designing organizational management structures; methods of motivation; methods of control; methods of evaluating social, organizational and economic efficiency in management, etc.), management methods (administrative, economic, socio-psychological, technological); technologies for justifying management decisions (economic analysis, simulation modeling, decision tree, etc.).</p> <p>Tools and equipment: modern information and communication equipment, information systems and software products used in management.</p>

Educational Programme orientation	Educational and professional, applied.
The main focus of the Educational Programme	<p>Special education and professional training of highly qualified specialists in municipal management, endowed with a wide range of in-depth academic knowledge and practical skills, necessary for solving complex specialized tasks of management activity in conditions of decentralization of power.</p> <p><i>Key words:</i> management, municipal management, municipal management, state authorities, local self-government, municipal power, regional management, community management, decentralization.</p>
Features of the Programme	<p>It is focused on comprehensive professional training of specialists in the field of municipal management. The availability of a wide range of optional professional-oriented disciplines that provide the possibility of in-depth specialization in various areas of management of municipal entities.</p> <p>Professionally oriented practical component (practical training, training at the Educational and Scientific Center of Business Simulation of SUTE), which ensures that students acquire practical skills in the analysis and forecasting of socio-economic processes, development of plans, projects, programs, development strategies of municipal entities.</p> <p>Practical training at enterprises, institutions, organizations, state bodies and local self-government bodies.</p>
4 - Career opportunities and further learning	
Career opportunities	<p>National classifier of Ukraine. Classification of occupations (SC 003:2010)</p> <p>Code for CO / Professional job title according to SC 003:2010</p> <p>1477 Managers (administrators) for the selection, provision and use of personnel</p> <p>148 Managers (administrators) in education, health care and social sphere</p> <p>1482 Managers (administrators) in health care</p> <p>1483 Managers (administrators) in the social sphere</p> <p>149</p>

	<p>Managers (administrators) in other types of economic activity 1491</p> <p>Managers (administrators) in the housing and communal economy 1492</p> <p>Managers (administrators) in the field of culture, recreation and sports 1493</p> <p>Managers (administrators) of quality systems 1494</p> <p>Managers (administrators) of ecological systems 1495</p> <p>Managers (administrators) of information security systems 1496</p> <p>Managers (administrators) from social and corporate responsibility</p> <ul style="list-style-type: none"> - manager of administrative work; - regional development manager; - manager of quality systems; - manager-administrator of a commercial enterprise; - Manager of logistics; - HR manager; - leading specialist in state structures; - specialist in strategic planning; - analyst of strategic projects and programs; - public relations manager; <p>2419.3 Civil service and local self-government professionals:</p> <p>2419.2</p> <p>Specialist in public procurement 2419.2</p> <p>Specialist in economic modeling of ecological systems 2419.2</p> <p>Specialist in business efficiency 2419.2</p> <p>Specialist in public and press relations 2419.3</p> <p>Administrator (bodies of state power and local self-government); 2419.3</p> <p>Consultant (in the apparatus of state authorities, local self-government);</p>
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	2419.3 Assistant-consultant of the People's Deputy of Ukraine; 2419.3 Adviser (bodies of state power, local self-government); 2419.3 Civil service specialist (local self-government); 2419.3 Civil service personnel specialist. International Standard Classification of Occupations 2008 (ISCO-08) Code Occupations (ISCO-08) 1212 Human Resource Managers 1213 Policy and Planning Managers 1343 Aged Care Services Managers 1344 Social Welfare Managers 2422 Policy Administration Professionals 2635 Social Work and Counselling Professionals 3341 Office Supervisors 3343 Administrative and Executive Secretaries 3353 Government Social Benefits Officials 3354 Government Licensing Officials 3412 Social Work Associate Professionals
Further learning	Possibility of training according to the programs: NQF of Ukraine – the 7 th level, FQ-EHEA – the 2nd cycle, EQF-LLL – the 7 th level
5 - Training and assessment	
Teaching and learning	Combining problem-oriented learning and self-learning with the use of information and computer, collective and integrative learning technologies.
Assessment	Written exams, work-based learning; essays, presentations, scientific presentations, current control, qualification work, etc. According to the Regulations on the organization of the educational process of students, the Regulations on the assessment of learning outcomes of students and postgraduate students.
6 - Programme Competences	
Integral competences (IC)	The ability to solve complex specialized tasks and practical problems, which are characterized by the complexity and uncertainty of conditions, in the field of <i>municipal</i> management or in the learning process, which involves the application of theories and methods of social and behavioral sciences.

General competences (GC)	<ol style="list-style-type: none"> 1. The ability to realize one's rights and obligations as a member of society, to realize the values of civil (democratic) society and the need for its sustainable development, the rule of law, the rights and freedoms of a person and a citizen in Ukraine. 2. The ability to preserve and multiply moral, cultural, scientific values and multiply the achievements of society based on an understanding of the history and patterns of development of the subject area, its place in the general system of knowledge about nature and society and in the development of society, techniques and technologies, use different types and forms motor activity for active recreation and leading a healthy lifestyle. 3. Ability to abstract thinking, analysis, synthesis. 4. Ability to apply knowledge in practical situations. 5. Knowledge and understanding of the subject area and understanding of professional activity. 6. Ability to communicate in the national language both orally and in writing. 7. Ability to communicate in a foreign language. 8. Skills in using information and communication technologies. 9. Ability to learn and master modern knowledge. 10. Ability to conduct research at the appropriate level 11. Ability to adapt and act in a new situation. 12. Ability to generate new ideas (creativity). 13. Appreciation and respect for diversity and multiculturalism. 14. Ability to work in an international context. 15. Ability to act on the basis of ethical considerations (motives).
Professional competences (PC)	<ol style="list-style-type: none"> 1. The ability to define and describe the characteristics of the organization. 2. The ability to analyze the results of the organization's activities, to compare them with the factors influencing the external and internal environment. 3. The ability to determine the prospects of the organization's development. 4. The ability to determine the functional areas of the organization and the connections between them. 5. The ability to manage the organization and its divisions through the implementation of management functions.

	<p>6. The ability to act socially responsibly and consciously.</p> <p>7. Ability to choose and use modern management tools.</p> <p>8. Ability to plan the activities of the organization and manage time.</p> <p>9. Ability to work in a team and establish interpersonal interaction when solving professional tasks.</p> <p>10. Ability to evaluate the work performed, ensure their quality and motivate the organization's personnel.</p> <p>11. Ability to create and organize effective communications in the management process.</p> <p>12. The ability to analyze and structure the problems of the organization, to form reasonable solutions.</p> <p>13. Understand the principles and norms of law and use them in professional activities.</p> <p>14. Understand the principles of psychology and use them in professional activities.</p> <p>15. Ability to form and demonstrate leadership qualities and behavioral skills.</p> <p><i>16. Ability to diagnose problems of state and municipal management and develop management decisions and recommendations.</i></p> <p><i>17. The ability to carry out an interdisciplinary analysis of socio-economic phenomena and problems when developing strategies, programs and plans for municipal (regional) development.</i></p>
7 – Programme Learning Outcomes	
	<p>1. To know the rights and obligations as a member of society, to be aware of the values of civil society, the rule of law, the rights and freedoms of a person and a citizen in Ukraine.</p> <p>2. To preserve moral, cultural, and scientific values and multiply the achievements of society, to use various types and forms of motor activity to lead a healthy lifestyle.</p> <p>3. To demonstrate the knowledge of theories, methods and functions of management, modern concepts of leadership.</p> <p>4. To demonstrate the skills in problem identification and justification of management decisions.</p> <p>5. To describe the content of the functional areas of the organization.</p>

	<p>6. To demonstrate the skills of searching, collecting and analyzing information, calculating indicators to substantiate management decisions.</p> <p>7. To demonstrate organizational design skills.</p> <p>8. To apply management methods to ensure the effectiveness of the organization's activities</p> <p>9. To demonstrate interaction, leadership, and teamworking skills</p> <p>10. To have the skills to justify effective tools for motivating the organization's personnel.</p> <p>11. To demonstrate the skills of situation analysis and communication in various areas of the organization.</p> <p>12. To assess the legal, social and economic consequences of the organization's functioning.</p> <p>13. To communicate orally and in writing in national and foreign languages.</p> <p>14. To identify the causes of stress, adapt yourself and team members to a stressful situation, find means to neutralize it.</p> <p>15. To demonstrate the ability to act socially responsibly and socially conscious on the basis of ethical considerations (motives), respect for diversity and interculturality.</p> <p>16. To demonstrate the skills of independent work, flexible thinking, openness to new knowledge, be critical and self-critical.</p> <p>17. To carry out research individually and/or in a group under the guidance of a leader.</p> <p>18. To diagnose problems of state and municipal management and develop management solutions and recommendations.</p> <p>19. To carry out an interdisciplinary analysis of socio-economic phenomena and problems when developing strategies, programs and plans for municipal (regional) development.</p>
8 – Resource Support for Programme Implementation	
Staff support	<p>Doctors of Sciences, Professors, PhDs, Associate Professors who have experience in practical, scientific and pedagogical work participate in the teaching of educational disciplines in the compulsory and optional parts of the educational content.</p> <p>In order to improve their professional level, all scientific and pedagogical workers undergo an internship once every five years.</p>

Material and technical support	The basis of material and technical support consists of lecture halls with appropriate multimedia equipment, computer and specialized classrooms, laboratories of SUTE. Availability of social and household infrastructure of SUTE.
Informational and educational and methodological support	Official website of SUTE: https://knute.edu.ua/ ; wireless Internet access points; unlimited access to the Internet; scientific library, reading rooms; virtual learning environment Moodle; corporate mail; curriculums; schedules of the educational process; educational and methodical complexes of disciplines; course summary and course outline of disciplines; didactic materials for independent and individual work of students in disciplines; internship programs; methodical instructions for completing coursework papers, qualification works; criteria for assessment the level of training; packages of complex control works.
9 – Academic mobility	
National credit mobility	It is provided on the basis of bilateral agreements between SUTE and Universities of Ukraine. Provisions on academic mobility have been developed.
International credit mobility	The University has concluded agreements on cooperation between SUTE and higher education institutions, within the framework of which partner exchange and student training is carried out. In addition, international academic mobility is carried out under International programs and projects within the framework of Erasmus+, in particular with the following universities: Krakow University of Economics (Poland, Krakow), Szczecin University (Poland, Szczecin), Audencia Business School (France, Nantes), Grenoble Alpes University (Grenoble, France), Paris Est Créteil University (Paris, France), Central Lancashire University (Preston, Great Britain), Hohenheim University (Stuttgart, Germany), Piraeus University of Applied Sciences (Piraeus, Greece), University named after Klyment Ohridsky (Bulgaria, Sofia)
Education of foreign students of higher education	Foreign citizens are admitted to study under the terms of a contract.

3.2. List of components of the Educational Programme and their logical sequence

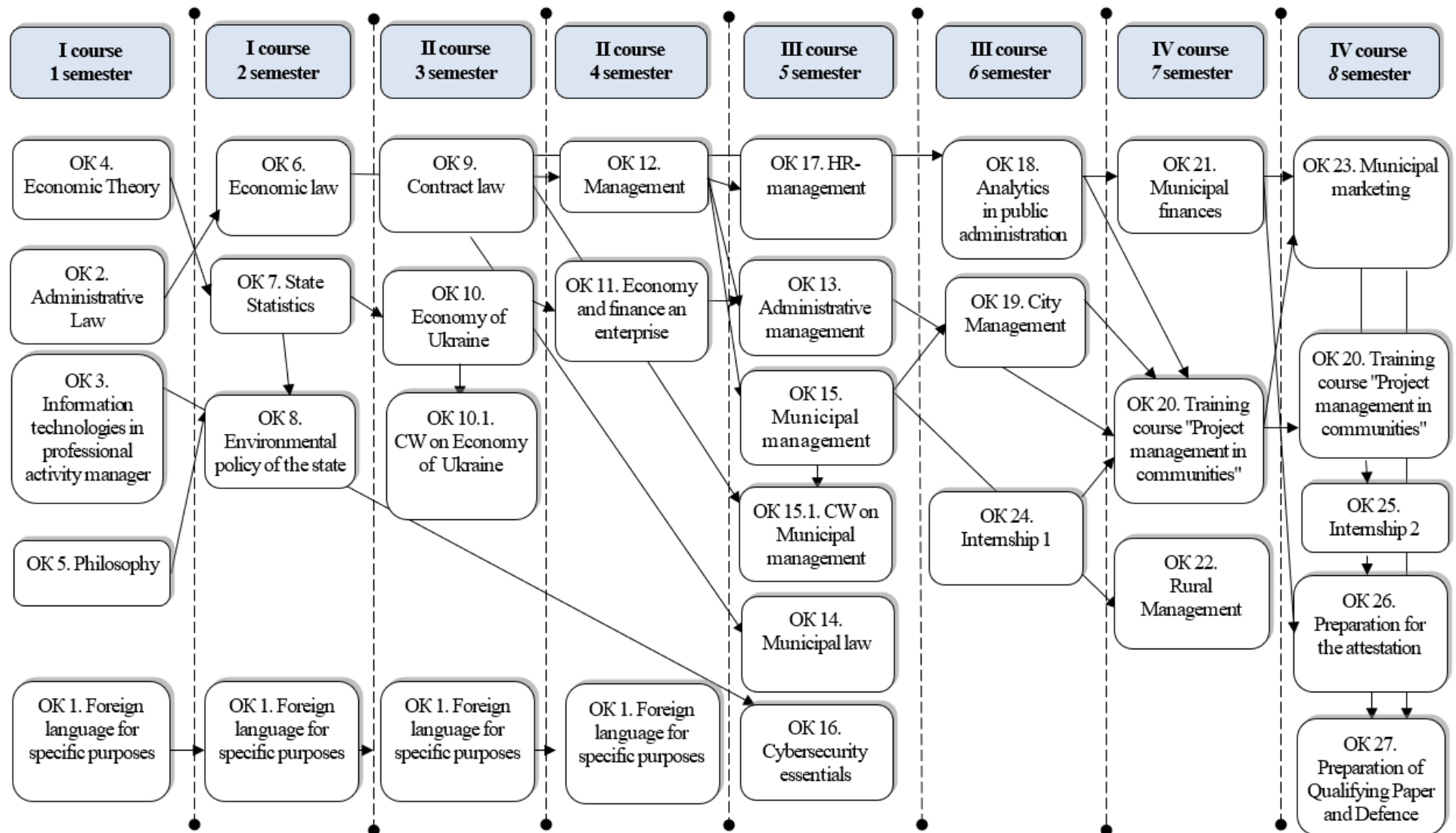
Code №	Educational Programme Components (educational disciplines, term projects (papers), work-based learning, qualification exam, graduate paper)	Number of credits
1	2	3
Compulsory Components of EP		
CC 1.	Foreign language for specific purposes	24
CC 2.	Administrative Law	6
CC 3.	Information technologies in professional activity	6
CC 4.	Economic theory	6
CC 5.	Philosophy	6
CC 6.	Commercial law	6
CC 7.	State statistics	6
CC 8.	Environmental policy of the state	6
CC 9.	Contract law	6
CC 10.	Economy of Ukraine	6
CC 10.1.	TP on the Economy of Ukraine	
CC 11.	Economy and finance of the enterprise	6
CC 12.	Management	6
CC 13.	Administrative management	6
CC 14.	Municipal law	6
CC 15.	Municipal management	6
CC 15.1.	TP on Municipal management	
CC 16.	Fundamentals of cyber security	6
CC 17.	HR	6
CC 18.	Analytics in public administration	6
CC 19.	City management	6
CC 20.	Training course "Project management in communities"	9
CC 21.	Municipal finances	6
CC 22.	Management of the development of rural areas	6
CC 23.	Municipal marketing	6
CC 24.	Internship 1	6
CC 25.	Internship 2	6
CC 26.	Preparation for the certification exam and certification	3
CC 27.	Preparation for Bachelor thesis and public defence	6
Total credits for compulsory components:		180
Total credits for compulsory components:		180

1	2	3
Optional components of EP		
OC 1.	Agrarian policy	6
OC 2.	Administrative proceedings	6
OC 3.	Administrative services	6
OC 4.	Safety of life	6
OC 5.	Brand management	6
OC 6.	Budget system	6
OC 7.	Budget planning and forecasting	6
OC 8.	Higher and applied mathematics	6
OC 9.	State policy in social and humanitarian sphere	6
OC 10.	Public Service	6
OC 11.	State regulation of Economy	6
OC 12.	Business negotiations	6
OC 13.	Housing right	6
OC 14.	Foreign policy of Ukraine	6
OC 15.	Economics of the public sector	6
OC 16.	Real estate economics	6
OC 17.	Labor economics and social and labor relations	6
OC 18.	Electronic governance	6
OC 19.	Electronic document management	6
OC 20.	Business ethics	6
OC 21.	Information wars	6
OC 22.	Team building	6
OC 23.	A constitutional right	6
OC 24.	Conflictology and psychology of business communication	6
OC 25.	Crisis communications	6
OC 26.	Critical thinking	6
OC 27.	Logic	6
OC 28.	Logistics management	6
OC 29.	International public law	6
OC 30.	International Economic Relations	6
OC 31.	Public speaking	6
OC 32.	Organization of public relations	6
OC 33.	Basics of entrepreneurship	6
OC 34.	Political psychology	6
OC 35.	Politology	6
OC 36.	The right to social security	6

1	2	3
OC 37.	Psychology of leadership and career	6
OC 38.	Management psychology	6
OC 39.	Risk management	6
OC 40.	Self-management	6
OC 41.	Self-organization of civil society	6
OC 42.	Social responsibility of business	6
OC 43.	Sociology	6
OC 44.	Sociology of the city and the village	6
OC 45.	Startup creation technology	6
OC 46.	Labor Law	6
OC 47.	Ukrainian language (for specific purposes)	6
OC 48.	Public procurement management	6
OC 49.	Management of tourist destinations	6
OC 50.	Communicative English language course	6
OC 51.	Pricing	6
OC 52.	In order to ensure the formation of an individual educational trajectory, taking into account the provisions of Art. 62 of the Law of Ukraine "On Higher Education", applicants can choose components of the educational program from other educational programs, both similar and other levels of higher education, in agreement with the dean of the faculty	6
Total credits for optional components:		60
TOTAL NUMBER OF CREDITS FOR EDUCATIONAL PROGRAM		240

For all components of the educational program the form of final control is an exam.

3.3. Structural and Logical Scheme of EP



3.4. Forms of Assessment of Higher Education Students

Attestation is carried out in the form of public defense of qualification work.

Qualification work should involve solving a complex specialized task or practical problem in the field of management, characterized by complexity and uncertainty of conditions, with the application of theories and methods of economic science.

There can be no academic plagiarism, falsification, or writing off in the qualification work.

The qualification work must be published on the official website of SUTE.

3.5. Program Competences and Educational Program Compulsory Components Matrix

Components Competences		CC 1	CC 2	CC 3	CC 4	CC 5	CC 6	CC 7	CC 8	CC 9	CC 10	CC 10.1	CC 11	CC 12	CC 13	CC 14	CC 15	CC 15.1	CC 16	CC 17	CC 18	CC 19	CC 20	CC 21	CC 22	CC 23	CC 24	CC 25	CC 26	CC 27
General Competences	1		+				+		+	+						+									+		+	+	+	+
	2					+			+																					
	3				+	+		+			+	+	+	+	+		+	+	+		+		+	+		+	+	+	+	+
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	5													+	+		+	+			+		+	+			+	+	+	+
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	12													+	+	+		+	+		+	+		+			+	+	+	+
	13		+							+					+	+		+	+											
	14	+													+	+		+	+											
	15														+	+		+	+											
Special competences	1		+												+	+		+	+				+				+	+	+	+
	2				+			+			+	+	+									+	+	+	+			+	+	+
	3				+			+					+									+		+				+	+	+
	4												+	+	+		+	+			+			+				+	+	+
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3.6. Matrix of provision of programmatic learning outcomes with corresponding compulsory components of EP

Components Programme Learning Outcomes	CC 1.	CC 2.	CC 3.	CC 4.	CC 5.	CC 6.	CC 7.	CC 8	CC 9.	CC 10.	CC 10.1	CC 11.	CC 12.	CC 13.	CC 14.	CC 15.	CC 15.1	CC 16.	CC 17.	CC 18.	CC 19.	CC 20.	CC 21.	CC 22.	CC 23.	CC 24.	CC 25.	CC 26.	CC 27.
1		+				+		+	+						+									+		+	+	+	+
2					+			+																		+	+	+	+
3	+		+	+	+	+	+		+			+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+
4	+	+		+		+	+	+	+			+	+	+	+	+	+	+	+	+	+	+		+		+	+	+	+
5		+		+			+					+	+	+		+	+			+		+				+	+	+	+
6			+	+		+	+		+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+
7		+		+			+			+	+	+	+	+		+	+		+	+	+	+	+			+	+	+	+
8		+		+			+	+		+	+	+	+	+		+	+		+	+	+	+	+			+	+	+	+
9						+			+			+	+	+	+	+	+		+	+	+	+		+		+	+	+	+
10												+	+	+		+	+		+		+	+				+	+	+	+
11			+	+	+		+					+	+	+		+	+	+		+	+	+	+		+	+	+	+	+
12		+											+	+		+	+		+		+	+				+	+	+	+
13	+	+			+					+	+		+	+		+	+		+	+		+				+	+	+	+
14									+				+	+	+	+	+		+			+		+		+	+	+	+
15		+						+					+	+		+	+		+			+				+	+	+	+
16				+									+	+		+	+		+			+				+	+	+	+
17	+		+	+	+		+					+	+	+		+	+	+	+	+	+		+	+		+	+	+	+
18	+			+	+			+				+			+	+	+	+	+	+	+	+	+			+	+	+	+
19	+			+	+			+				+			+	+	+	+	+	+	+	+	+			+	+	+	+