

3. Educational program

Program team manager
(program guarantor)

PhD in Economics, associate professor, Holovnia, Yulia I.

3.1. Profile of educational program in specialty 073 "Management" (educational program "Municipal Management")

1 – General Information	
Full name of HEI (Higher Educational Institution) and structural unit	State University of Trade and Economics; Faculty of Economics, Management and Psychology; Department of Public Administration
Level of higher education and qualification name in the original language	Bachelor's degree specialty "Management"
Official name of educational program	"Municipal Management"
Compliance with the standard of higher education of the Ministry of Education and Science of Ukraine	Corresponds to the standard of higher education of the Ministry of Education and Science of Ukraine
Diploma type and volume of the program	Bachelor's diploma, a unit, 240 ECTS credits, training period 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 December 19, 2016 No. 1565
Cycle / Level	NQF of Ukraine (National Qualifications Framework of Ukraine) – 6th level, FQ-EHEA – 1st cycle, EQF-LLL– 6th level
Preconditions	Complete general secondary education or junior specialist qualification. Conditions of admission and training under the Program are regulated by the Rules of Admission to SUTE

Languages of instruction	Ukrainian.
Program validity period	until July 1, 2024
Internet address for permanent placement of the program description	https://knute.edu.ua/
2 – Educational Program Goal	
Training of specialists for a qualitatively new type of management, focused on managed development, advanced management approaches and technologies, socially determined results and a partnership style of relations between local authorities, businesses, and the community.	
3 – Educational Program Characteristics	
Subject area	<p>Object of study: management of organizations and their divisions.</p> <p>Learning objectives: training of specialists able to solve practical problems and complex specialized tasks which are 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 management solutions in management. Methods, techniques and technologies: general scientific and specific research methods (calculation-analytical, economic-statistical, economic-mathematical, expert assessment, factual, sociological, documentary, balanced, 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 program orientation	Educational and professional, applied.

<p>Main focus of the educational program and specialization</p>	<p>The educational program is focused on training highly qualified specialists in municipal management who are 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 governance, state authorities, local self-government, municipal power, regional management, community management, decentralization.</p>
<p>Features of the program</p>	<p>It is focused on comprehensive professional training of specialists in the field of municipal management.</p> <p>A wide range of optional professional-oriented disciplines that provide the possibility of in-depth specialization in various areas of management of municipal entities is available.</p> <p>A 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, the development of plans, projects, programs, development strategies of municipal entities.</p> <p>Practical training at enterprises, institutions, organizations, state authorities and local self-government authorities.</p>
<p>4 – Graduates’ suitability for employment and further learning</p>	
<p>Suitability for employment</p>	<p>National Classifier of Ukraine: Classifier of Professions (SC 003: 2010) Code of CP / Professional job title according to DK 003:2010 1477 Managers (administrators) liable for the selection, supply and work of personnel 148 Managers (administrators) in education, health care and social sphere 1482 Managers (administrators) in health care 1483 Managers (administrators) in the social sphere 149 Managers (administrators) in other types of economic activity 1491 Managers (administrators) in the housing and communal economy</p>

1492	Managers (administrators) in the field of culture, recreation and sports
1493	Managers (administrators) of quality systems
1494	Managers (administrators) of ecological systems
1495	Managers (administrators) of information security systems
1496	Managers (administrators) liable for social and corporate responsibility
	<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;
2419.3	Civil service and local self-government professionals:
2419.2	Specialist in public procurement
2419.2	Specialist in economic modeling of ecological systems
2419.2	Specialist in business efficiency
2419.2	Public relations and press specialist
2419.3	administrator (public and local self-government authorities);
2419.3	consultant (in the apparatus of state authorities, local self-government);
2419.3	assistant-consultant of the People's Deputy of Ukraine;
2419.3	adviser (public authorities, local self-government authorities);
2419.3	civil service specialist (local self-government);
2419.3	

	<p>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 Counseling Professionals 3341 Office Supervisors 3343 Administrative and Executive Secretaries 3353 Government Social Benefits Officials 3354 Government Licensing Officials 3412 Social Work Associate Professionals</p>
Further training	The possibility of studying according to the programs: NQF (National Qualification Framework) of Ukraine - 7th level, FQ-EHEA - second cycle, EQF-LLL - 7th level
5 – Teaching and Assessment	
Teaching and learning	Combination of problem-oriented learning and self-learning with the use of information and computer, collective and integrative learning technologies.
Assessment	Monitoring, written exams, defence of the final qualification work and attestation exam are conducted in accordance with the "Regulations on the Organization of the Educational Process". The assessment is carried out in accordance with the "Regulations on the Assessment of the Students' and Postgraduate Students' Results"
6 – Program competencies	
Integral competence (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 municipal management or in the learning process which involves the application of theories and methods of social and behavioural sciences.

**General
competencies (GC)**

1. The ability to realize the 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 as well as in the development of society, techniques and technologies, use different types and forms of physical activity for active recreation and living a healthy life.
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 written form.
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 carry out 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).

**Special
(Professional)
Competences (PC)**

1. The ability to define and describe the characteristics of an organization.
2. The ability to analyse the results of an organization's activities, to compare them with the factors influencing the external and internal environment.
3. The ability to determine the prospects of an organization's development.
4. The ability to determine the functional areas of an organization and the interactions between them.
5. The ability to manage an organization and its divisions through the implementation of management functions.
6. The ability to act socially responsibly and consciously.
7. Ability to choose and use modern management tools.
8. Ability to plan the activities of an organization and manage time.
9. Ability to work in a team and establish interpersonal interaction when solving professional tasks.
10. Ability to evaluate the work performed, ensure its quality and motivate the organization's personnel.
11. Ability to create and organize effective communications in the management process.
12. The ability to analyse and structure the problems of an organization, to form reasonable solutions.
13. Understand the principles and norms of law and use them in professional activities.
14. Understand the principles of psychology and use them in professional activities.
15. Ability to form and demonstrate leadership qualities and behavioural skills.
16. *Ability to diagnose problems of public and municipal management and develop management decisions and recommendations.*
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.*

7 – Program Learning Outcomes (PLO)

	<ol style="list-style-type: none"> 1. To know the rights and responsibilities 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. 2. To preserve moral, cultural, scientific values and increase the achievements of society, to use various types and forms of physical activity to live a healthy life. 3. Demonstrate knowledge of theories, methods and functions of management, modern concepts of leadership. 4. Demonstrate skills in problem identification and justification of management decisions. 5. Describe the content of the functional areas of an organization. 6. Demonstrate the skills of searching, collecting and analyzing information, calculating indicators to justify management decisions. 7. Demonstrate organizational design skills. 8. Apply management methods to ensure the effectiveness of an organization's activities 9. Demonstrate interaction, leadership, and teamwork skills 10. Have the skills to justify effective tools for motivating an organization's personnel. 11. Demonstrate the skills in analysis of situation and communicate in various areas of the organization. 12. Assess legal, social and economic consequences of an organization's functioning. 13. Communicate orally and in written form in official and foreign languages. 14. Identify the causes of stress, adapt yourself and team members to a stressful situation, find ways to neutralize it. 15. Demonstrate the ability to act socially responsibly and socially conscious on the basis of ethical considerations (motives), respect for diversity and interculturality. 16. Demonstrate the skills of individual work, flexible thinking, openness to new knowledge, be critical and self-critical. 17. Carry out researches individually and/or in a group under the guidance of a leader. 18. <i>Diagnose problems of state and municipal management and develop management solutions and recommendations.</i> 19. <i>Carry out an interdisciplinary analysis of socio-economic phenomena and problems when developing strategies, programs and plans for municipal (regional) development.</i>
8 –Resource support for program implementation	
Staff	<p>Doctors of Science, professors, Candidates of Science, 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 The basis of material and technical support consists of lecture halls with

technical support	appropriate multimedia equipment, computer and specialized classrooms, laboratories of SUTE. Availability of social and household infrastructure of SUTE.
Information and educational - methodological support	DTEU official website: https://knute.edu.ua/ ; wireless Internet access points; unlimited access to the Internet; scientific library, reading rooms; virtual learning environment Moodle; corporate mail; syllabi and curricula; schedules of the educational process; educational and methodical complexes of disciplines; educational and professional programs of disciplines; didactic materials for individual and self-study work of students in disciplines; internship programs; methodical instructions for carrying out courseworks, graduation qualification works; criteria for assessment the level of training; packages of complex test papers.
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 which the partnership exchange and training of students is carried out. In addition, international academic mobility is carried out under Erasmus + International programs and projects, in particular with the following universities: Krakow University of Economics (Poland, Krakow), University of Szczecin (Poland, Szczecin), Audencia Business School (France , Nantes), University of Grenoble Alps (France, Grenoble), University of Paris Est Creteil (France, Paris), University of Central Lancashire (UK, Preston), University of Hohenheim (Germany, Stuttgart), Piraeus University of Applied Sciences (Greece, Piraeus), Kliment Ohridski University of Piraeus (Bulgaria, Sofia).
Training of overseas students	Foreign citizens are admitted to study under the terms of a contract

3.2. List of educational program components and their logical sequence.

	Components of the educational program (academic disciplines, placement)	Number of credits
1	2	3
Compulsory components of EP (CC)		
CC 1.	Foreign Language for Professional Purposes	24
CC 2.	Information Technologies in Professional Activity	6
CC 3.	Science of Law	6
CC 4.	Economic Theory	6
CC 5.	Philosophy	6
CC 6.	Commercial Law	6
CC 7.	Economy of Ukraine	6
CC 7.1	TP on Economy of Ukraine	
CC 8.	Public Statistics	6
CC 9.	Business Law	6
CC 10.	Management	6
CC 11.	Business Economics	6
CC 12.	HR	6
CC 13.	Administrative Management	6
CC 14.	Municipal management	6
CC 14.1	KR on Municipal Management	
CC 15	Municipal law	6
CC 16.	Fundamentals of Cyber Security	6
CC 17.	Smart Analytics	6
CC 18.	City Management	6
CC 19.	Public Finance	6

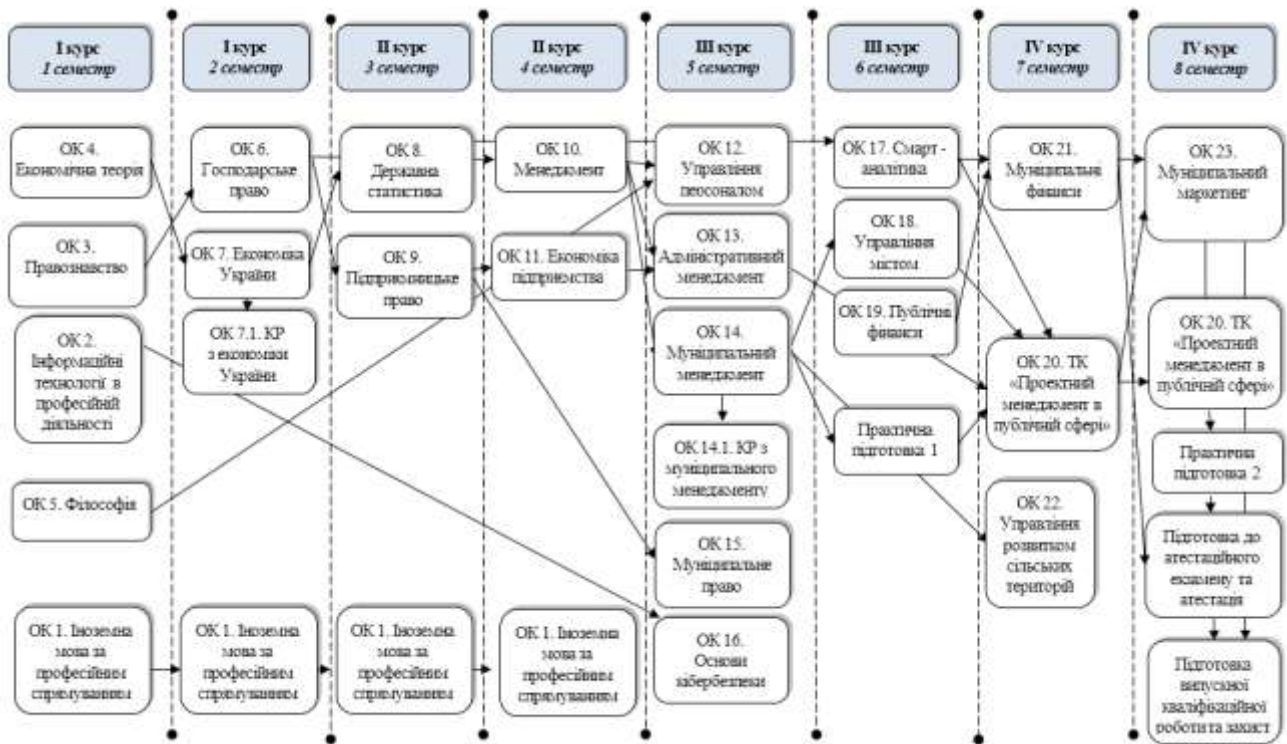
CC 20.	Training course "Project Management in the Public sphere"	9
CC 21.	Municipal Finance	6
CC 22.	Rural Development Management	6
CC 23.	Municipal Marketing	6
Total volume of compulsory components:		159
Optional components of EP (OC)		
OC 1.	Agrarian Policy	6
OC 2.	Administrative Law	6
OC 3.	Administrative Proceedings	6
OC 4.	Administrative Services	6
OC 5.	Safety of Life	6
OC 6.	Budget System	6
OC 7.	Environmental Policy of the State	6
OC 8.	Budget Planning and Forecasting	6
OC 9.	Public Service	6
OC 10.	State Regulation of Economy	6
1	2	3
OC 11.	Foreign Policy of Ukraine	6
OC 12.	Economics of the Public Sector	6
OC 13.	Labor Economics and Social and Labor Relations	6
OC 14.	Electronic Governance	6
OC 15.	Information Wars	6
OC 16.	Team Building	6
OC 17.	Constitutional Right	6
OC 18.	Conflictology and Psychology of Business Communication	6

OC 19.	Corporate Law	6
OC 20.	Critical Thinking	6
OC 21.	Logic	6
OC 22.	Logistics Management	6
OC 23.	International Economic Activity of Ukraine	6
OC 24.	International Public Law	6
OC 25.	Interpersonal Communications	6
OC 26.	Local Initiatives	6
OC 27.	Public speaking	6
OC 28.	Organization of Public Relations	6
OC 29.	Political Psychology	6
OC 30.	Politology	6
OC 31.	The Right to Social Security	6
OC 32.	Psychology of Leadership and Career	6
OC 33.	Management Psychology	6
OC 34.	Self-management	6
OC 35.	Social Responsibility of Business	6
OC 36.	Startup Creation Technology	6
OC 37.	Labor Law	6
OC 38.	Ukrainian Language (for professional purposes)	6
OC 39.	Management of Public Procurement	6
OC 40.	Management of Tourist Destinations	6
Total volume of optional components:		60

Practical training:	
Industrial Placement 1	6
Industrial Placement 2	6
Total volume of practical training	12
Attestation	
Preparation for attestation	3
Preparation of final qualifying work and its defense	6
Total	9
Total volume of optional components:	240

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

Structural and logical scheme of EP



3.4. Form of attestation of applicants for higher education

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

Qualification work should involve solving a complex specialized task or practical problem in the field of management, which is 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 cheating in the qualification work.

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

3.5. Matrix of correspondence of program competences (GC and OC) to components of the educational program (CC)

Components Competences		CC1.	CC2.	CC3.	CC4.	CC5.	CC6.	CC7.	CC7.1	CC8.	CC9.	CC10.	CC11.	CC12.	CC13.	CC14.	CC14.1	CC15.	CC16.	CC17.	CC18.	CC19.	CC20.	CC21.	CC22.	CC23.	
		General Competences	1			+			+				+							+							+
2						+																					
3					+	+		+	+	+		+	+		+	+	+		+	+		+	+	+		+	
4	+				+		+			+	+	+	+	+	+	+	+	+	+		+		+		+		
5												+		+	+	+	+					+		+		+	
6				+		+						+		+	+	+	+										
7	+													+													
8			+								+		+			+	+	+		+	+	+		+		+	
9					+										+												
10	+		+								+			+			+	+			+			+			+
11													+		+	+	+	+						+			
12													+	+	+	+	+	+			+			+			
13				+									+			+	+	+									
14	+												+			+	+	+			+						
15													+			+	+	+									
Special Competences	1			+								+			+	+	+						+				
	2				+			+	+	+			+							+	+	+	+	+			

	3				+					+			+						+			+				
	4											+	+	+	+	+	+						+			
	5											+			+	+	+					+		+		
	6				+							+			+	+	+									
	7											+		+	+	+	+					+		+		
	8											+	+	+	+	+	+					+		+		
	9											+		+	+	+	+							+		
	10											+	+	+	+	+	+							+		
	11											+			+									+		
	12				+		+			+	+	+	+		+				+	+	+		+		+	
	13						+			+									+							+
	14													+												
	15													+										+		
	16							+	+							+	+			+	+	+	+	+	+	+
	17				+			+	+							+	+			+	+	+	+	+	+	+

3.6. Matrix of correspondence of program competences (GC and SC) to optional components of the educational program (OC)

Components		Competences																																														
		OC1	OC2	OC3	OC4	OC5	OC6	OC7	OC8	OC9	OC10	OC11	OC12	OC13	OC14	OC15	OC16	OC17	OC18	OC19	OC20	OC21	OC22	OC23	OC24	OC25	OC26	OC27	OC28	OC29	OC30	OC31	OC32	OC33	OC34	OC35	OC36	OC37	OC38	OC39	OC40							
General Competences	1	+	+	+	+	+	+		+			+							+		+				+	+						+	+			+						+						
	2	+				+	+		+			+													+						+						+	+					+	+				
	3						+		+		+		+			+						+	+	+					+							+					+							
	4	+	+	+	+			+				+		+		+	+	+			+			+	+	+		+		+			+							+			+	+				
	5													+										+					+												+							
	6				+					+				+																+	+										+							
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	9												+		+													+																				
	10								+				+			+										+				+		+											+			+		
	11				+									+							+								+	+		+	+			+	+				+							
	12								+					+																+												+						
	13	+						+		+										+											+										+							+

3.7. Matrix for providing program learning outcomes (PLO) with relevant compulsory components of the educational program

Components Program learning outcomes	CC 1.	CC 2.	CC 3.	CC 4.	CC 5.	CC 6.	CC 7.	CC 7.1	CC 8.	CC 9.	CC 10.	CC 11.	CC 12.	CC 13.	CC 14.	CC 14.1	CC15.	CC16.	CC 17.	CC 18.	CC 19.	CC 20.	CC 21.	CC 22.	CC 23.
1						+				+							+								
2					+																				
3											+		+	+	+	+				+		+		+	
4				+					+		+			+	+	+		+	+	+		+		+	+
5											+		+	+	+	+				+		+		+	
6		+					+	+	+		+			+	+	+		+	+		+	+		+	
7											+			+	+	+				+		+		+	
8											+			+	+	+				+		+		+	
9											+		+	+	+	+						+			
10											+		+	+	+	+									
11											+		+	+	+	+						+		+	

12						+			+	+	+			+	+	+	+					+			
13	+										+			+	+	+									
14											+		+	+	+	+									
15											+		+	+	+	+									
16					+				+		+			+	+	+						+			+
17		+							+		+			+	+	+			+			+			+
18							+	+						+	+			+	+	+	+	+	+	+	+
19				+			+	+						+	+			+	+	+	+	+	+	+	+

3.8. Matrix for providing program learning outcomes (PLO) with relevant optional components of the educational program

Components Program Learning Outcomes	OC1	OC2	OC3	OC4	OC5	OC6	OC7	OC8	OC9	OC10	OC11	OC12	OC13	OC14	OC15	OC16	OC17	OC18	OC19	OC20	OC21	OC22	OC23	OC24	OC25	OC26	OC27	OC28	OC29	OC30	OC31	OC32	OC33	OC34	OC35	OC36	OC37	OC38	OC39	OC40
	1	+	+	+	+			+		+		+						+		+				+	+				+		+								+	
2	+						+		+		+					+								+					+		+							+	+	
3									+				+													+										+			+	
4	+				+		+	+			+				+					+	+	+	+			+					+			+					+	
5													+									+				+										+				
6					+	+		+		+			+		+						+	+				+										+			+	
7								+																		+										+				
8	+						+															+				+										+			+	
9													+												+	+		+	+	+		+				+				
10									+				+												+				+		+									
11			+										+					+							+		+		+						+					

