

3. Educational program

Project team leader
(guarantor of the educational
program)

Candidate of PA,
Associate Professor Dynnyk I.P.

3.1. Profile of the educational program in specialty 281 "Public Management and Administration" (specialization "Public Management and Administration")

1 – General Information	
Full name of the institution of higher education and structural unit	State University of Trade and Economics Faculty of Economics, Management and Psychology Department of Public Administration
Degree of higher education and title of qualification in the original language	Bachelor's degree specialty "Public Management and Administration" specialization "Public Management and Administration"
The official name of the educational program	"Public management and administration"
Compliance with the Standard of Higher Education of the Ministry of Education and Science of Ukraine	Meets the Standards of Higher Education of the Ministry of Education and Science of Ukraine
Type of diploma and scope of educational program	Bachelor's degree, single, 240 ECTS credits, term of study 3 years 10 months
Availability of accreditation	Ministry of Education and Science of Ukraine, Ukraine 21/11/2017 – 01/07/2024
Cycle / Level	NRC of Ukraine - level 6, FQ-EHEA - the first cycle, EQF-LLL - level 6
Prerequisites	– Complete secondary education; – conditions of admission to study under the Program are regulated by the Rules of admission to SUTE
Language (s) of teaching	Ukrainian
The duration of the educational program	01/07/2024
Internet address of the	https://knute.edu.ua/

permanent description of the educational program	
2 – The purpose of the educational program	
Training of highly qualified, responsible personnel for public administration that is able to develop, analyze and implement public policy, creatively, effectively and efficiently perform management functions and provide administrative services, promote innovation in society to insure social justice, democracy, human rights and freedoms, sustainable development on the basis of world and European standards.	
3 - Characteristics of the educational program	
Subject area	<p>Objects of study and/or activity: the entire sphere of public management and administration.</p> <p>Learning goals: to train specialists in public management and administration that are capable to solve complex specialized tasks and practical problems in the field of public management and administration or in the process of their learning.</p> <p>Theoretical content of the subject area: scientific concepts (theories) of public management and administration, management at the national, regional and local levels, administration in all spheres of activity.</p> <p>Methods, techniques and technologies of scientific knowledge, management and decision-making, analytical processing of information, organizational-technological and legal support, electronic governance.</p> <p>Tools and equipment: information and analytical tools, management decision support systems, specialized software.</p>
Orientation of the educational program	<p>Educational and professional. Scientific orientation on in-depth study of the system of public administration and local self-government, functions and tasks of formation and implementation of state policy in various spheres of public life, mechanisms of public participation in making effective management decisions.</p> <p>Professional emphasis on the requirements of customers of specialists in the face of public authorities, local governments, public and private enterprises.</p>
The main focus of the educational program and specialization	<p>General education in the field of public administration and local self-government with the direction of international integration and integration of the higher education system of Ukraine into the European Higher Education Area.</p> <p><i>Key words:</i> public management, public administration, public policy, mechanisms of public policy implementation, regional administration, public authorities, local self-government, public organizations</p>

Features of the program	<p>In-depth study of mechanisms for implementing management functions, state strategies, regional and local development programs.</p> <p>Focus on the requirements of customers, specialists in the face of public authorities, local governments, public and private enterprises, public associations. Involvement of well-known specialists in the field of public administration and administration in the educational process.</p>
4 - Availability of graduates to employment and further training	
Availability for employment	<p>National Classifier of Ukraine: Classifier of Occupations (SCO 003: 2010) Code KP / Professional job title according to DK 003: 2010 1477.1 Personnel manager (manager) 1483 Manager (manager) in the social sphere 1493 Manager (manager) of quality systems in public administration 2419.3 State expert State Social Inspector Consultant (in the staff of public authorities, executive committee) Assistant-consultant to the People's Deputy of Ukraine Adviser (public authorities) Civil service specialist Personnel and civil service specialist 3431 Inspector for control over the execution of orders Manager (Secretary) of the Executive Committee Organizing Secretary (Association, Union, Federation) Administrative Secretary Secretary of the Executive Committee Secretary of the committee (organizations, enterprises, institutions) Secretary of the body of self-organization of the population Secretary of the Board 3435.1 Office organizer (government agencies) 3436.1 Assistant to the head of the enterprise (institution, organization) Referent 3443 Inspector for the payment of pensions Pension Inspector Inspector of social assistance</p>

	<p>International Standard Classification of Occupations 2008 (ISCO-08)</p> <p>Code Occupations (ISCO-08)</p> <p>1212 Human Resource Managers</p> <p>1213 Policy and Planning Managers</p> <p>1343 Aged Care Services Managers</p> <p>1344 Social Welfare Managers</p> <p>2422 Policy Administration Professionals</p> <p>2635 Social Work and Counseling Professionals</p> <p>3341 Office Supervisors</p> <p>3343 Administrative and Executive Secretaries</p> <p>3353 Government Social Benefits Officials</p> <p>3354 Government Licensing Officials</p> <p>3412 Social Work Associate Professionals</p>
Further training	<p>Opportunity to study by programs: NRC of Ukraine - level 7, FQ-EHEA - second cycle,</p> <p>EQF-LLL - level 7</p>
5 - Teaching and evaluation	
Teaching and learning	Combining problem-oriented learning and self-learning using information-computer, collective and integrative learning technologies.
Evaluation	Current control, written examinations, defense of the final qualification work and attestation examination are carried out in accordance with the "Regulations on the organization of the educational process". Assessment is carried out in accordance with the "Regulations on the assessment of learning outcomes of students and graduate students"
6 - Program competencies	
Integral competence	The ability of a person to solve complex specialized problems and practical problems in the field of public administration and administration or in the learning process, which involves the use of certain theories and scientific methods of the industry and is characterized by complexity and uncertainty
General competences	<ol style="list-style-type: none"> 1. The ability to learn and master modern knowledge. 2. The ability to realize their rights and responsibilities as a member of society, to realize the values of civil (free democratic) society and the need for its sustainable development, the rule of law, human and civil rights and freedoms in Ukraine. 3. The ability to preserve and increase moral, cultural, scientific values and achievements of society based on understanding 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, technology and technology, use different types and forms of motor activities for active recreation and a healthy lifestyle. 4. The ability to be critical and self-critical. 5. The ability to adapt and act in a new situation.

	<ol style="list-style-type: none"> 6. The ability to work in a team. 7. The ability to plan and manage time. 8. The ability to identify, pose and solve problems. 9. The ability to search, process and analyze information from various sources. 10. The ability to communicate in the state language both orally and in writing 11. The ability to communicate in a foreign language. 12. Interpersonal skills. 13. The ability to communicate with representatives of other professional groups of different levels (with experts from other fields of knowledge / activities).
<p>Professional competence of the specialty (PC)</p>	<ol style="list-style-type: none"> 1. The ability to social interaction, cooperation and conflict resolution. 2. The Ability to ensure the appropriate level of development and use of management products, services or processes. 3. The ability to ensure compliance with legal and moral and ethical standards of conduct. 4. The ability to use modern ICT in the process of preparation and implementation of management decisions. 5. The ability to use an electronic document management system. 6. The ability to provide information and analytical support of management processes using modern information resources and technologies. 7. The ability to develop tactical and operational management plans. 8. The ability to prepare draft management decisions and implement them. 9. The ability to implement innovative technologies. 10. The ability to research and exploration in the field of public administration. 11. The ability in the working group to conduct applied research in the field of public administration and administration.
<p>7 – Programme Learning Outcomes</p>	
	<ol style="list-style-type: none"> 1. To use basic knowledge of historical, cultural, political, social, economic principles of society. 2. To apply the rules and regulations of professional communication in the Ukrainian language. 3. To be able to communicate orally and in writing in a foreign language. 4. To know the structure and features of the functioning of public administration and administration. 5. To know the standards, principles and norms of activity in the field of public administration. 6. To know the basic regulations and provisions of legislation in the field of public administration. 7. To be able to organize and participate in volunteer / cultural, educational / sports projects aimed at forming a

	<p>healthy lifestyle / active citizenship.</p> <p>8. To understand and use technologies for making, making and implementing management decisions.</p> <p>9. To know the basics of e-government.</p> <p>10. To be able to use the electronic document management system.</p> <p>11. To be able to search and summarize information, draw conclusions and formulate recommendations within its competence.</p> <p>12. To be able to establish communication between citizens and public authorities and local governments.</p> <p>13. To use methods of analysis and evaluation of sustainable development programs.</p> <p>14. To be able to adjust professional activity in case of change of initial conditions.</p> <p>15. To apply quality control methods in the field of professional activity.</p> <p>16. To use data from statistical reporting, accounting and special research in professional activities.</p>
8 – Resource support for the implementation of the program	
Personnel support	Doctors of sciences, professors, candidates of sciences, associate professors who have experience of practical, scientific and pedagogical work take part in the teaching of obligatory and elective parts of the content of education.
Material and technical support	<p>educational buildings;</p> <p>dormitories;</p> <p>thematic offices;</p> <p>specialized laboratories;</p> <p>computer classes;</p> <p>food outlets;</p> <p>wireless access points to the Internet;</p> <p>multimedia equipment;</p> <p>gym, sports grounds</p>
Information and educational - methodological support	<p>official site of SUTE: https://knute.edu.ua/;</p> <p>wireless access points to the Internet;</p> <p>unlimited access to the Internet;</p> <p>scientific library, reading rooms;</p> <p>Moodle virtual learning environment;</p> <p>corporate mail;</p> <p>curricula and work plans;</p> <p>schedules of the educational process;</p> <p>educational and methodical complexes of disciplines;</p> <p>programs and work programs of disciplines;</p> <p>didactic materials for independent and individual work of students in disciplines;</p> <p>internship programs;</p> <p>methodical instructions on course performance works, final qualifying works;</p> <p>criteria for assessing the level of training;</p>

	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.
International Credit Mobility	ERASMUS +, ERASMUS MUNDUS, JEAN MONNET etc. International Credit Mobility Project with the University of Central Lancashire (Preston, UK), Jean Monnet Program. Project "Deep and Comprehensive Free Trade Area with the European Union".
Training of foreign applicants for higher education	Foreign citizens are admitted to study on a contract basis

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

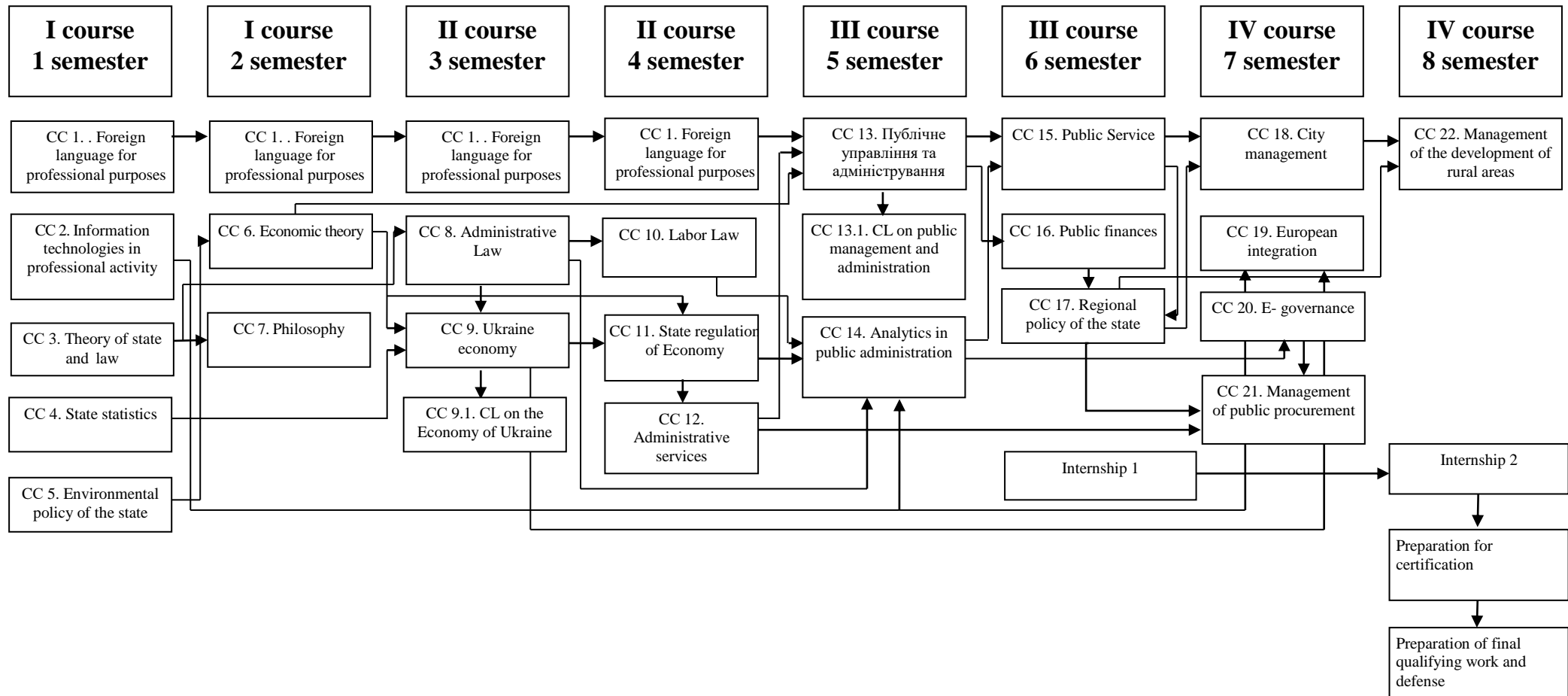
Code a/d	Components of the educational program (academic disciplines, course projects (work), practice, qualification examination	Number of credits
1	2	3
Compulsory components of EP		
CC 1.	Foreign language for professional purposes	36
CC 2.	Information technologies in professional activity	6
CC 3.	Theory of state and law	6
CC 4.	State statistics	6
CC 5.	Environmental policy of the state	6
CC 6.	Economic theory	
CC 7.	Philosophy	6
CC 8.	Administrative Law	6
CC 9.	Ukraine economy	6
CC 9.1.	CD on the Economy of Ukraine	
CC 10.	Labor Law	6
CC 11.	State regulation of Economy	6
CC 12.	Administrative services	6
CC 13.	Public administration	9
CC 13.1.	CD on public administration	
CC 14.	Analytics in public administration	9
CC 15.	Public Service	6
CC 16.	Public finance	6

CC 17.	Regional policy of the state	6
CC 18.	City management	6
CC 19.	European integration	
CC 20.	E-government	6
CC 21.	Management of public procurement	4,5
CC 22.	Management of the development of rural areas	4,5
Total amount of compulsory components:		159
Optional components of EP		
OC 1.	Administrative proceedings	6
OC 2.	Administrative management	6
OC 3.	Audit of budget programs	6
OC 4.	Life safety	
OC 5.	Business planning	6
OC 6.	Budget system	6
OC 7.	Budget planning and forecasting	6
OC 8.	Budget law	6
OC 9.	Higher and applied mathematics	6
OC 10.	Public administration and local self-government	6
OC 11.	State financial audit	6
OC 12.	Diplomatic and business protocol and etiquette	6
OC 13.	Public sector economy	6
OC 14.	Economic and mathematical modeling	6
OC 15.	Ukraine's foreign policy	6
OC 16.	Information wars	
OC 17.	History of economics and economic thought	6
OC 18.	Team building	6
OC 19.	Constitutional Law	6
OC 20.	Logic	6
OC 21.	Macroeconomic policy	6
OC 22.	Marketing in public administration	6
OC 23.	Management	6
OC 24.	International economic activity of Ukraine	6
OC 25.	International public law	6
OC 26.	International business	6
OC 27.	International Economic Relations	6
OC 28.	International organizations	6
OC 29.	National interests in world geopolitics and geoeconomics	6
OC 30.	Public speaking	6
OC 31.	Organization of public relations	6
OC 32.	Fundamentals of cyber security	6
OC 33.	The tax system	6
OC 34.	Political psychology	6
OC 35.	Politology	6
OC 36.	The right to social security	6

OC 37.	Self-management	6
OC 38.	Strategic management	6
OC 39.	Start-up technology	6
OC 40.	Ukrainian language (for professional purposes)	6
OC 41.	Change management	6
OC 42.	HR Management	
OC 43.	Management of tourist destinations	6
OC 44.	Financial mathematics	6
Total amount of optional components:		60
Practical training		
Internship 1		6
Internship 2		6
The total amount of practical training		12
Certification		
Preparation for certification		3
Preparation of final qualifying work and defense		6
Total		9
Total amount of 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. Form of certification of applicants for higher education

Certification is carried out in the form of public defense of the qualification work and attestation exam. The qualification work should investigate the problem in the field of public administration and administration using the theory and scientific methods of management.

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

Qualification work must be posted on the official website or in the repository of the higher education institution or its department.

The attestation exam should assess the level of achievement of learning outcomes defined by the standard and educational program.

3.5. Matrix of compliance with program competencies components of the educational program

Competences		Components																								
		CC1.	CC2.	CC3.	CC4	CC5.	CC6.	CC7.	CC8.	CC9.	CC9.1	CC10.	CC11.	CC12.	CC13.	CC13.1	CC14.	CC15.	CC16.	CC17.	CC18.	CC19.	CC20.	CC21.	CC22.	
General competence (GC)	1					•				•	•		•		•	•							•			
	2			•			•	•	•			•	•	•	•	•	•			•	•		•			
	3		•	•			•	•	•	•	•									•	•	•		•	•	
	4				•			•		•	•	•							•		•					
	5		•	•	•				•			•	•	•	•	•			•	•		•	•	•	•	•
	6	•	•									•							•					•		
	7				•	•													•			•			•	•
	8		•				•		•	•	•		•			•			•	•	•	•	•		•	•
	9	•	•	•	•	•		•		•	•	•						•						•	•	•
	10														•			•	•					•		
	11	•	•																				•			
	12	•											•		•											
	13	•					•		•				•	•	•	•	•	•	•	•	•	•	•		•	•
Professional competence of the specialty (PC)	1							•				•		•				•			•	•			•	•
	2				•	•	•					•	•	•	•	•	•	•	•			•		•	•	•
	3			•			•		•			•	•	•	•	•			•			•	•	•	•	•
	4		•		•					•	•		•	•	•	•	•	•	•	•	•		•	•	•	•
	5								•					•				•	•	•	•		•	•	•	•
	6		•		•		•				•		•		•	•	•	•	•	•			•	•	•	•
	7					•	•		•			•	•		•	•	•	•	•			•	•	•		
	8					•	•		•			•		•		•	•	•	•		•	•	•			
	9													•					•			•		•		
	10	•			•					•	•		•	•	•	•	•	•		•	•	•				•

3.6. The matrix of providing program learning outcomes with the relevant components of the educational program

Components	CC 1.	CC 2.	CC 3.	CC 4.	CC 5.	CC 6.	CC 7.	CC 8.	CC 9.	CC 9.1	CC 10.	CC 11.	CC 12.	CC 13.	CC 13.1	CC 14.	CC 15.	CC 16.	CC 17.	CC 18.	CC 19.	CC 20.	CC 21.	CC 22.
1	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
2						•		•			•		•	•	•	•	•	•	•	•	•	•		•
3	•	•				•		•	•	•		•	•	•	•	•	•	•	•	•	•	•		•
4	•	•	•	•	•	•		•	•	•	•	•	•	•	•		•	•	•	•	•	•	•	•
5	•	•	•	•	•		•		•	•	•	•				•	•	•	•		•		•	•
6			•	•		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•		•
7		•	•			•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•		•
8	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
9		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	
10	•	•	•	•	•	•	•	•	•	•		•		•	•	•	•	•	•	•	•	•		•
11	•	•	•			•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
12		•	•			•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
13			•	•		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	
14	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
15		•		•		•	•	•	•	•	•	•		•	•		•	•	•	•	•			•
16	•	•	•	•	•		•		•	•		•		•	•	•						•		•