

### 3. Educational program

Project team leader (guarantor of the educational program) Ph.D in Economic Sciences, Assoc. prof. Diacheko O.V.

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

<b>1 – General information</b>	
<b>Full name of the institution of higher education and structural subdivision</b>	State University of Trade and Economics, Faculty of Economics, Management and Psychology, Department of Public Administration
<b>Degree of higher/professional pre-higher education and title of qualification in the original language</b>	Higher education master's degree specialty "Management"
<b>The official name of the educational program</b>	«Municipal Management»
<b>Compliance with the Standard of Higher Education of the Ministry of Education and Science of Ukraine</b>	Complied with the Standard of Higher Education of the Ministry of Education and Science of Ukraine
<b>Type of diploma and scope of educational program</b>	Master's degree, single, 90 ECTS credits, term of study - 1 year 4 months
<b>Availability of accreditation</b>	Certificate of accreditation issued by the Ministry of Education and Science of Ukraine (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 № 1565
<b>Cycle / level</b>	NCF of Ukraine - level 7, FQ-EHEA - the second cycle, EQF-LLL - level 7
<b>Prerequisites</b>	Availability of educational degree of higher education -of bachelor, specialist or Master's degree;
<b>Language (s) of teaching</b>	Ukrainian
<b>Term of the educational program</b>	until July 1, 2024
<b>Internet address of the permanent placement of the description of the educational program</b>	<a href="https://knute.edu.ua">https://knute.edu.ua</a>

## 2 – The purpose of the educational program

Training competitive qualified specialists having necessary skills to realize professional functions in the system of state and municipal administration, able to provide the management and effective activity of state authorities and local self-government authorities in terms of modern conceptions of management and using innovative administrating technologies.

## 3 – Characteristics of the educational program

### Subject area

#### **Aims of Study:**

Training of specialists able to identify and solve difficult tasks and problems in the field of management or in the learning process, which involves researching, and/or implementation of innovations and are characterized by uncertainty of conditions and requirements.

#### **Theoretical content of subject areas:**

- paradigms, laws, regularities,
- principles, historic prerequisites of development of management;
- concepts of systemic, situational, adaptive, anti-crisis anticipatory, innovative, project management etc. ;
- functions, methods, technologies, and administrating decisions in management

#### **Methods, methodologies and technologies:**

- general scientific and specific methods of research (calculating, analytical, economic and statistic economic and mathematical, expert evaluation, factual, sociological, documentary, balance etc.);
- methods of realization of management functions (marketing research methods; economic diagnostics methods; forecasting and planning methods; projecting of organizational structures of administration methods; stimulating methods; controlling methods, methods of evaluation of social, managerial and economic effectiveness in management etc.).
- methods of management (administrative, economic, social and psychological , technological);
- technologies of justifying of administration decisions (economic analysis, imitative modelling, decision tree etc.).

**Tools and resources:** modern informational and communicative equipment, information system and programs used in management

<b>Orientation of the educational program</b>	Educational and Professional
<b>The main focus of the educational program and specialization</b>	The focus is made on formation and development of professional competences in administrating the municipal entities in terms of digital transformation. Keywords: public administration, management, municipal management, municipal administration, state authorities, local authority, municipal government, regional administration, community management, decentralization.
<b>Features of the program</b>	Focus is made on recruitment companies' requirements, such as state authorities and local authorities, political parties, NGOs (unions), state and communal enterprises, state (communal) economic associations. Participation of famous specialists from the state and municipal administrating entities into educational process.
<b>4 – Suitability of graduates for employment and further training</b>	
<b>Suitability for employment</b>	The graduate is able to hold the following positions in accordance with the National Classification of Occupations DK 003: 2010: 1120.1 Top officials of state executive power 1120.2 Top officials of local state authorities 114 Top officials of public authorities and local self-government authorities 1141 Top officials of political organizations 1141.1 Top officials of political parties 1142 Top officials of recruitment companies and trade unions 1142.1 Top officials of trade unions 1143.2 Top officials of other self-government authorities 1143.5 Top officials of local self-government authorities 1229.1 Executive staff of the apparatus of the central state authorities. 1229.3 Executive staff of the apparatus of the local state authorities 1229.7 Heads of the other main units in the other fields of activity 123 Heads of the functional units 1238 Project and program managers 1239 Administrators of the other functional units

	<p>14 Managers of enterprises, institutions, organisations and their units  2419.3 Public service professionals  2446.2 Social welfare professionals  2447 Project and programme management professionals).  3436 Management assistants  The graduate may hold other positions in accordance with professional job titles characterised by specific professional competences.)</p>
<b>Further training</b>	<p>Opportunities to continue studies at the third level of higher education; to obtain additional education through certified programmes and postgraduate study programmes; advanced training.</p>
<b>5 – Teaching and assessment</b>	
<b>Teaching and Learning</b>	<p>Problem-oriented learning, self-study, learning through practical training, a combination of lectures, practical classes with problem solving, implementation of projects and research works.</p>
<b>Assessment</b>	<p>Current control, written exams, practice, presentation of individual tasks, defense of the final qualifying paper.  Assessment is carried out in accordance with the "Regulations on the assessment of learning outcomes of students and postgraduate students" and "Regulations on the organization of the educational process of students" at SUTE.</p>
<b>6 – Program competencies</b>	
<b>Integral Competence</b>	<p>The ability of a person to solve complex tasks and problems in the field of municipal management and / or in the learning process, which involves research and / or implementation of innovations and is characterized by uncertainty of conditions and requirements.</p>
<b>General competencies (GC)</b>	<p><b>GC1.</b> Ability to conduct research at the appropriate level;  <b>GC2.</b> Ability to communicate with representatives of other professional groups of different levels (with experts from other fields of knowledge / types of economic activity);  <b>GC3.</b> Skills in the use of information and communication technologies;  <b>GC4.</b> Ability to motivate people and move towards a common goal;</p>

	<p><b>GC5.</b> Ability to act on the basis of ethical considerations (incentives);</p> <p><b>GC6.</b> Ability to generate new ideas (creativity);</p> <p><b>GC7.</b> Ability to abstract thinking, analysis and synthesis.</p>
<p><b>Special (professional, subject) competencies</b></p>	<p>SC1. Ability to choose and use management concepts, methods and tools in accordance with defined objectives and international standards;</p> <p>SC2. Ability to establish values, visions, mission, goals and criteria by which the organization determines further directions of development, to develop and implement appropriate strategies and plans;</p> <p>SC3. Ability for self-development, lifelong learning and effective self-management;</p> <p>SC4. Ability for self-development, lifelong learning and effective self-management;</p> <p>SC5. Ability to create and organize effective communications in the management process;</p> <p>SC6. Ability to form leadership qualities and demonstrate them in the process of managing people;</p> <p>SC7. Ability to develop projects, manage them, show initiative and entrepreneurship;</p> <p>SC8. Ability to use psychological technology to work with staff.</p> <p>SC9. Ability to analyze and structure the problems of the organization, make effective management decisions and ensure their implementation;</p> <p>SC10. Ability to manage the organization and its development;</p> <p>SC11. <i>Ability to develop strategic documents of development of socio-economic systems on national, regional and local levels,</i></p> <p>SC12. <i>Ability to conduct applied research in the field of municipal management, to provide informational and analytical support of managerial processes using modern informational resources and technologies.</i></p>
<p><b>7 – Program learning outcomes</b></p>	
	<p>1. Critically comprehend, choose and use the necessary scientific, methodological and analytical tools for management in unpredictable conditions;</p>

	<ol style="list-style-type: none"> <li>2. Identify problems in the organization and justify methods for solving them</li> <li>3. Design effective management systems for organizations;</li> <li>4. Substantiate and manage projects, generate business ideas;</li> <li>5. Plan the activities of the organization in strategic and tactical terms;</li> <li>6. Have the skills to make, justify and ensure the implementation of management decisions in unpredictable conditions, taking into account the requirements of current legislation, ethical considerations and social responsibility;</li> <li>7. Organize and carry out effective communication within the team, with representatives of various professional groups and in the international context</li> <li>8. Use specialized software and information systems to solve management problems of the organization</li> <li>9. Be able to communicate in professional and scientific circles in the official and foreign languages;</li> <li>10. Demonstrate leadership skills and ability to work in a team, interact with people, influence their behavior to solve professional problems;</li> <li>11. Provide personal professional development and planning of private time.</li> <li>12. Be able to delegate authority and management of the organization (unit);</li> <li>13. Be able to plan and implement information, methodological, material, financial and personnel support of the organization (unit);</li> <li>14. <i>Develop strategic documents of development of socio-economic systems on national, regional and local level</i></li> <li>15. <i>Conduct applied research in the field of municipal management, to provide information and analytical support of managerial processes using modern informational resources and technologies.</i></li> </ol>
<b>8 – Resource support for program implementation</b>	
<b>Staffing</b>	All the staff, providing the process of training masters for the educational program "Municipal Management"

	<p>meet the requirements of its profile and have a degree and / or academic title.</p> <p>The guest-lecturers and specialists are involved into the teaching process.</p>
<b>Logistical support</b>	<p>The basic logistical support is classrooms equipped with modern hardware and software, multimedia, coworking, specialized computer classes with modern hardware and software resources that provide comprehensive training for masters of the educational program.</p> <p>SUTE infrastructure: dormitories, food outlets, canteens, medical center, modern indoors sports halls, stadium with artificial covering, assembly hall, training and choreography halls etc.</p>
<b>Information and educational and methodical support</b>	<p>Information and educational and methodical support meets the requirements of Licensing conditions for carrying out educational activities has a constantly refreshing content and based on modern information and communicative technologies and includes: SUTE library, which is an informative, educating and cultural unit of the university with the universe bases of documents which favor implementing perspective educational technologies, create conditions for research and effective organization of educational process; corporate environment Office 365; Platform MOODLE for distance learning.</p>
<b>9 – Academic mobility</b>	
<b>National credit mobility</b>	National credit mobility is carried out in accordance with the concluded agreements on academic mobility.
<b>International credit mobility</b>	International credit mobility is realized through the conclusion of agreements on international academic mobility.
<b>Training of foreign applicants for higher education</b>	Training of foreign applicants for higher education is carried out in accordance with Rules of admission to SUTE.

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

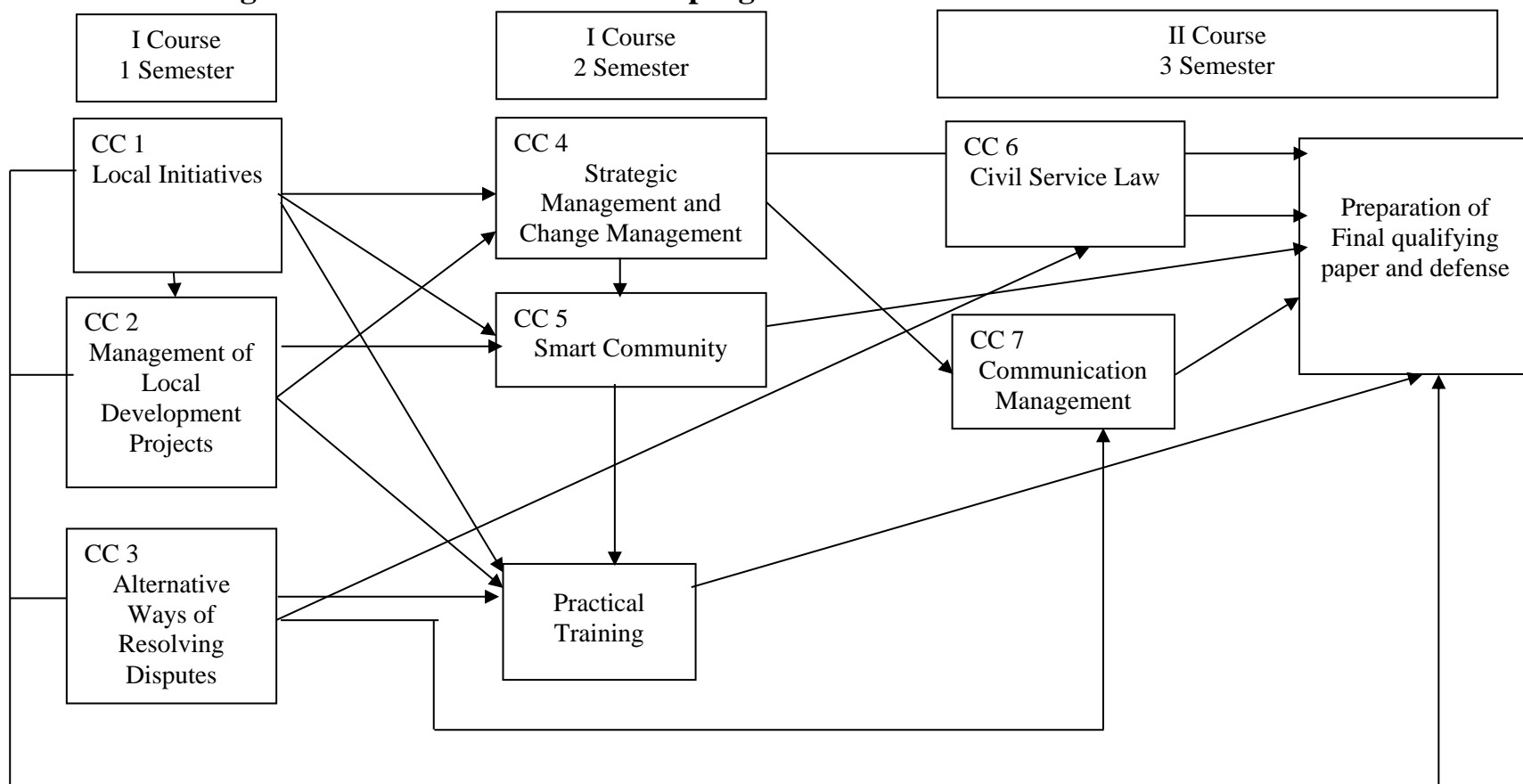
Code of academic discipline	Components of the educational program (academic disciplines, course projects (papers), practices, qualifying exam, final qualifying paper)	Number of credits
<b>Compulsory EP Components (CC)</b>		
CC 1.	Local Initiatives	6

CC 2.	Management of Local Development Projects	6
CC 3.	Альтернативні способи вирішення спорів Alternative Ways of Resolving Disputes	6
CC4.	Strategic Management and Change Management	6
CC5.	Smart Community	9
CC 6.	Civil Service Law	6
CC 7.	Communication Management	6
<b>The total amount of compulsory components</b>		<b>45</b>
<b>Optional EP Components (OC)</b>		
OC 1.	Analysis of State Policy	6
OC 2.	Life Safety	6
OC 3.	Business Engineering	6
OC 4.	State Sectoral Policy	6
OC 5.	State Assistance	6
OC 6.	Economics of Industrial Markets	6
OC 7.	Investment Management	6
OC 8.	Information Wars	6
OC 9.	Information Systems and Technologies in Management	6
OC 10.	Corporate Management	6
OC 11.	Creative Management	6
OC 12.	Cross-cultural Management	6
OC 13.	Methodology and Organisation of Research	6
OC 14.	Fundamentals of Cybersecurity	6
OC 15.	Business and Company Property Valuation	6
OC 16.	Forecasting Social and Economic Processes	6
OC 17.	Project Financing	6
OC 18.	Career Psychology	6
OC 19.	Public Communication	6
OC 20.	Regulation of Natural Monopolies	6
OC 21.	Reputation Management	6
OC 22.	Social Management	6
OC 23.	Strategic Planning	6
OC 24.	Career Management	6
OC 25.	Region's Development Management	6
OC 26.	Digital Economy of Ukraine	6
<b>The total amount of optional components:</b>		<b>24</b>
<b>Practical training</b>		
Practical training		9
<b>Certification</b>		
Preparation of final qualifying paper and defense		12
<b>TOTAL VOLUME OF THE EDUCATIONAL PROGRAM</b>		<b>90</b>

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



### 3.3. Structural and logical scheme of the educational program



### **3.4. Forms of certification of applicants for higher education**

Certification is carried out in the form of public defense of the final qualifying paper.

The final qualification paper should involve solving a complex task or problem in the field of municipal management, that requires research and / or innovation and is characterized by complexity and uncertainty of conditions, using theories and methods of economics.

The final qualifying paper should not contain academic plagiarism, falsification, fabrication.

The final qualifying paper must be published on the official website of SUTE or its unit, or in the repository of SUTE.

### 3.5. Matrix of correspondence of program competences to compulsory components (CC) of the educational program

Components Competences	CC 1	CC 2	CC 3	CC 4	CC 5	CC 6	CC 7
<b>GC01</b>	+	+	+	+	+		
<b>GC02</b>	+		+	+	+		+
<b>GC03</b>			+	+	+		+
<b>GC04</b>		+		+			+
<b>GC05</b>			+	+		+	+
<b>GC06</b>	+	+	+	+	+		
<b>GC07</b>	+	+		+	+	+	
<b>SC01</b>	+			+	+	+	
<b>SC02</b>	+	+		+	+		
<b>SC03</b>							+
<b>SC04</b>		+		+	+		
<b>SC05</b>		+	+	+			+
<b>SC06</b>	+		+				+
<b>SC07</b>	+	+		+	+		
<b>SC08</b>			+				+
<b>SC09</b>			+	+	+		
<b>SC10</b>				+			+
<b>SC11</b>	+	+		+	+		
<b>SC12</b>	+	+		+	+		

### 3.6. Matrix for providing curriculum learning outcomes with relevant compulsory components (CC) of the educational program

Components Curriculum learning outcomes	CC 1	CC 2	CC 3	CC 4	CC 5	CC 6	CC 7
<b>1</b>	+	+		+	+	+	
<b>2</b>	+	+	+	+	+		+
<b>3</b>	+	+	+	+	+		
<b>4</b>	+	+		+	+		+
<b>5</b>	+	+		+	+		
<b>6</b>	+	+	+	+	+	+	
<b>7</b>		+	+	+	+	+	+
<b>8</b>		+	+	+	+		+
<b>9</b>			+	+		+	+
<b>10</b>	+		+				+
<b>11</b>	+			+	+		+
<b>12</b>	+	+	+	+	+		+
<b>13</b>	+	+	+	+	+		+
<b>14</b>	+	+		+	+		
<b>15</b>	+	+		+	+		