

3. Educational Program

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3.1. Profile of the Educational Program in specialty 281 "Public Management and Administration"

1 – General Information	
Full name of the IHE and structural unit	State University of Trade and Economics Faculty of Economics, Management and Psychology Department of Public Administration
Academic degree and qualification title in the original	Bachelor's degree specialty "Public Management and Administration"
Educational Program Title	"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
Diploma type and volume of the educational program	Bachelor's degree, single, 240 ECTS credits, term of study 3 years 10 month
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
Preconditions	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
Program validity period	01/07/2028
Educational Program Link	https://knute.edu.ua/
2 – Educational Program Aim	
Training of highly qualified, responsible specialists in public management and administration, able to develop, analyze and implement state policy, solve complex specialized tasks and practical problems in the field of public management and administration, creatively, efficiently and effectively perform managerial functions and provide administrative services, promote innovative processes in society to establish social justice, democracy, ensuring human rights and freedoms, sustainable development based on world and European standards.	
3 – Educational Program Characteristics	
Subject area	Objects of study and/or activity: the entire sphere of public management and administration. Learning goals: training public management and administration specialists capable of solving complex specialized tasks and

	<p>practical problems in the field of public management and administration or in the process of 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, and electronic governance.</p> <p>Tools and equipment: information and analytical tools, management decision support systems, and specialized software.</p>
Educational program orientation	<p>Educational and professional. Scientific focus on the in-depth study of the system of state administration and local self-government, functions and tasks of the formation and implementation of state policy in various spheres of public life, and mechanisms of public participation in making effective management decisions.</p> <p>A professional emphasis on the requirements of customers of specialists represented by state authorities, local governments, and state and private enterprises.</p>
The main focus of the educational program	<p>General education in the field of public administration and local self-government with a focus on international integration and integration of the higher education system of Ukraine into the European area of higher education.</p> <p>Keywords: public management, public administration, public policy, public policy implementation mechanisms, regional management, state authorities, local self-government, public organizations.</p>
Features of the program	<p>In-depth study of the mechanisms of implementation of management functions, state strategies, programs of regional and local development.</p> <p>Orientation to the requirements of customers of specialists in the person of state authorities, local self-government, state and private enterprises and public associations. Involvement of well-known specialists in the field of public management and administration in the educational process.</p>
4 – Graduate Employability and Further Learning	
Employability	<p>National Classifier of Ukraine: Classifier of Professions (DK 003:2010)</p> <p>KP code / Professional job title according to DK 003:2010</p> <p>1477.1 HR manager 1483 Manager (manager) in the social sphere 1493 Manager of quality systems in the state administration 2419.3 State expert State social inspector Consultant (in the apparatus of state authorities, executive committee) Assistant consultant to the People's Deputy of Ukraine Councilor (state authorities)</p>

	<p>Civil service specialist Specialist in personnel work and civil service 3431 Inspector for monitoring the execution of assignments Manager of affairs (secretary) of the executive committee Organizational secretary (association, union, federation) Administrative secretary Secretary of the executive committee Committee secretary (organizations, enterprises, institutions) Secretary of the body of self-organization of the population Secretary of the board 3435.1 Office manager (state institutions) 3436.1 Assistant to the head of the enterprise (institution, organization) Referent 3443 Inspector for payment of pensions Inspector for assigning pensions Social assistance inspector 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</p>
Further Learning	Opportunity to study by programs: NRC of Ukraine - level 7, FQ-EHEA - second cycle, EQF-LLL - level 7
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	Current control, written exams, public defense of qualification work and certification exams 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 learning outcomes of students and post-graduate students"
6 – Program Competences	
Integral Competence (IC)	Ability to solve complex specialized tasks and practical problems in the field of public management and administration or in the learning process, which involves the application of theories and scientific methods of the relevant field and is characterized by the complexity and uncertainty of conditions.
General Competence (GC)	1. Ability to learn and master modern knowledge.

	<ol style="list-style-type: none"> 2. Ability to realize one's rights and responsibilities as a member of society, to realize the values of a civil (free democratic) society and the need for its sustainable development, the rule of law, rights and freedoms of a person and a citizen in Ukraine. 3. The ability to preserve and multiply moral, cultural, scientific values and achievements of society based on the understanding of the history and patterns of the 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, to use various types and forms of motor activities for active recreation and leading a healthy lifestyle. 4. Ability to be critical and self-critical. 5. Ability to adapt and act in a new situation. 6. Ability to work in a team. 7. Ability to plan and manage time. 8. Ability to identify, pose and solve problems. 9. Ability to search, process and analyze information from various sources. 10. Ability to communicate in the national language both orally and in writing. 11. Ability to communicate in a foreign language. 12. Interpersonal skills. 13. Ability to communicate with representatives of other professional groups at different levels (with experts from other fields of knowledge/activities).
<p>Professional competence (PC)</p>	<ol style="list-style-type: none"> 1. Ability to social interaction, cooperation and conflict resolution. 2. Ability to ensure the appropriate level of production and use of management products, services or processes. 3. Ability to ensure compliance with regulatory legal, moral and ethical norms of behavior. 4. Ability to use modern ICT in the process of preparation and implementation of management decisions. 5. Ability to use the electronic document management system. 6. Ability to provide information and analytical support for management processes using modern information resources and technologies. 7. Ability to develop tactical and operational plans of management activities. 8. Ability to prepare projects of management decisions and implement them. 9. Ability to implement innovative technologies. 10. Ability to research and search activities in the field of public management and administration. 11. Ability to conduct applied research in the field of public management and administration as part of a working group.
<p>7 – Program Learning Outcomes</p>	
	<ol style="list-style-type: none"> 1. Use basic knowledge of the historical, cultural, political, social, and economic foundations of society's development. 2. Apply norms and rules of professional communication in Ukrainian. 3. Be able to communicate orally and in writing in a foreign language. 4. Know the structure and peculiarities of the sphere of public management and administration functioning.

	<p>5. Know standards, principles and norms of activities in the field of public management and administration.</p> <p>6. Know the main normative legal acts and provisions of legislation in the field of public management and administration.</p> <p>7. Be able to organize and participate in volunteer/cultural-educational/sports projects aimed at forming a healthy lifestyle / active citizenship.</p> <p>8. Understand and use technologies for making and implementing management decisions.</p> <p>9. Know the basis of e-government.</p> <p>10. Be able to use the electronic document management system.</p> <p>11. Be able to search and generalize information, draw conclusions and formulate recommendations within the limits of one's competence.</p> <p>12. Be able to establish communication between citizens and bodies of state power and local self-government.</p> <p>13. Use methods of analysis and evaluation of sustainable development programs.</p> <p>14. Be able to adjust professional activity in the event of a change in initial conditions.</p> <p>15. Apply quality control methods in the field of professional activity.</p> <p>16. Use the data of statistical reporting, accounting and special studies in professional activities.</p>
8 – Resource Support for Program Implementation	
Academic staff	Doctors of sciences, professors, PhD in sciences and associate professors, who have experience in practical, scientific and pedagogical work, participate in teaching educational disciplines in compulsory and optional parts of the educational content.
Facilities	<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 Internet access points;</p> <p>multimedia equipment;</p> <p>sports halls, sports grounds.</p>
Informational, Teaching and Learning Materials	<p>official website of SUTE: https://knute.edu.ua/;</p> <p>wireless Internet access points;</p> <p>unlimited access to the Internet;</p> <p>scientific library, reading rooms;</p> <p>the MOODLE distance learning platform;</p> <p>corporate mail (corporate environment Office 365);</p> <p>study and work plans;</p> <p>schedules of the educational process;</p> <p>educational and methodological complexes of disciplines;</p> <p>programs of disciplines;</p>

	<p>didactic materials for independent and individual work of students in disciplines;</p> <p>practice programs;</p> <p>methodological instructions for completing course paper works, qualification works;</p> <p>criteria for assessment of levels of training;</p> <p>packages of complex tests.</p>
9 – Academic Mobility	
National credit mobility	It is provided based on 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, Great Britain), Jean Monnet Program. The project "Deep and Comprehensive Free Trade Area with the European Union".
Training of Foreign Students	Foreign citizens are admitted to study under the terms of a contract.

3.2. List of Educational Program Components and Their Logical Order

Code	Components of the educational program (academic disciplines, term projects control (papers), placement, qualification exam, final qualification)	Total credits
1	2	3
Compulsory Components		
CC 1.	Foreign language for specific purposes	24
CC 2.	Information technologies in professional activities	6
CC 3.	Environmental policy of the state	6
CC 4.	Theory of the state and law	6
CC 5.	Philosophy	6
CC 6.	Administrative law	6
CC 7.	Economic theory	6
CC 8.	Administrative services	6
CC 9.	State statistics	6
CC 10.	Economy of Ukraine	6
CC 10.1.	CP on Economy of Ukraine	
CC 11.	Labor Law	6
CC 12.	Public management and administration	9
CC 12.1.	CP on public management and administration	
CC 13.	Analytics in public administration	9
CC 14.	Public service	6
CC 15.	Public finance	6
CC 16.	Territorial community development management	6
CC 17.	State policy in the socio-humanitarian sphere	6
CC 18.	Electronic governance	6
CC 19.	City management	6
CC 20.	Management of the development of rural areas	6
CC 21.	European integration	6

CC 22.	Regional policy of the state	9
CC 23.	Work-based learning 1	6
CC 24.	Work-based learning 2	6
CC 25.	Preparation for the certification exam and certification	3
CC 26.	Preparation of qualifying work and defense	6
Total Credits for Compulsory Components:		180

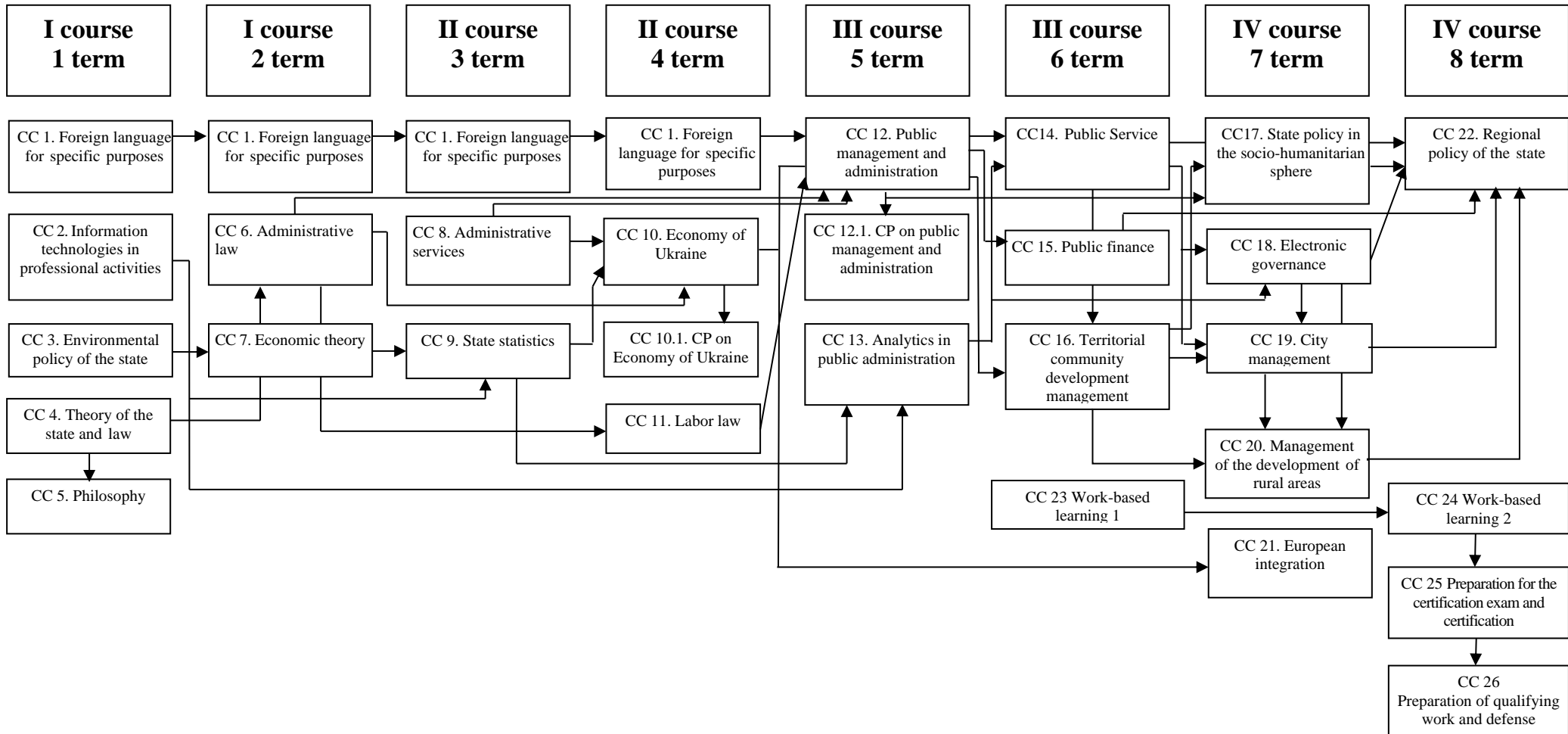
1	2	3
Optional Components (OC)		
OC 1.	Administrative proceedings	6
OC 2.	Administrative management	6
OC 3.	Audit of budget programs	6
OC 4.	Safety of life	6
OC 5.	Business planning	6
OC 6.	Budget system	6
OC 7.	Budget planning and forecasting	6
OC 8.	Budget law	6
OC 9.	Higher and applied mathematics	6
OC 10.	Public administration and local self-government	6
OC 11.	State regulation of Economy	6
OC 12.	State financial audit	6
OC 13.	Diplomatic and business protocol and etiquette	6
OC 14.	Public sector economy	6
OC 15.	Economic and mathematical modeling	6
OC 16.	Economic policy of the state	6
OC 17.	Foreign policy of Ukraine	6
OC 18.	Information wars	6
OC 19.	History of economics and economic thought	6
OC 20.	Team building	6
OC 21.	Constitutional law	6
OC 22.	Logic	6
OC 23.	Macroeconomic policy	6
OC 24.	Marketing in public administration	6
OC 25.	Management	6
OC 26.	International business	6
OC 27.	International economic relations	6
OC 28.	National security of the state	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.	Self-organization of civil society	6
OC 39.	Strategic management	6

OC 40.	Start-up technology	6
OC 41.	Ukrainian language (for professional purposes)	6
OC 42.	Change management	6
OC 43.	HR Management	6
OC 44.	Management of public procurement	6
OC 45.	Management of tourist destinations	6
OC 46.	Financial mathematics	6
OC 47	Target communicative English language course	6
OC 48.	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
GENERAL VOLUME OF THE EDUCATIONAL PROGRAM		240

The examination is the final form of assessment for all components of the educational program

The procedure of forming an individual educational trajectory is regulated by the Regulation on the organization of the educational process of students URL: <https://knute.edu.ua/file/MjkwNQ==/28e7eec26f32aa089dd87a6be3a64917.pdf>

3.3. Structural and Logical Scheme of EP



3.4. Forms of Certification of Applicants for Higher Education

Certification is carried out in the form of a public defense of the qualification work and an certification exam.

In the qualifying work, a problem in the field of public management and administration should be investigated using the theory and scientific methods of management.

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

The qualification work must be posted on the official website or in the repository of the institution of higher education or its division.

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

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

Components		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.	OK 12.1	CC 13.	CC 14.	CC 15.	CC 16.	CC 17.	CC 18.	CC 19.	CC 20.	CC 21.	CC 22.	CC 23.	CC 24.	CC 25.	CC 26.	
		Competences																												
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	•		•																		•								

