3. Educational programs

3.1. Profile of educational program in the specialty 073 "Management" (specialization "Personnel Management")

Project team leader (educational program guarantor)
Candidate of Economic Sciences, Associate Professor I.P.Mykolaichuk

1 - General information	
Full name of HEI and structural subdivision	Kyiv National University of Trade and Economics, Faculty of Economics, Management and Psychology, Department of Management
Higher education degree and title of qualification in the original language	Bachelor's degree specialty "Management" specialization "Personnel Management"
Official name of educational program	"Personnel Management"
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	Certificate of accreditation issued by Ministry of Education and Science of Ukraine (Ukraine) valid until July 1, 2024 on the basis of order of Ministry of Education and Science of Ukraine dated 19.12.2016 № 1565
Cycle / level	NRC of Ukraine - level 6, FQ-EHEA - the first cycle, EQF-LLL - 6 level
Prerequisites	- complete general secondary education; - conditions of admission to the program are regulated by the Rules of admission to KNTEU
Language (s) of teaching	Ukrainian
Term of educational program	until July 1, 2024.
Internet address of the permanent placement of the educational program description	https://knute.edu.ua
2 - Purpose of educational program	
Training of highly qualified specialists capable on the basis of mastering basic management concepts and principles to carry out professional activities aimed at forming an effective personnel management system and its functional subsystems, solve management problems and problems of effective personnel management of modern business organizations and	

ensure effective personnel decision-making environment.	
3 - Characteristics of educational program	
Subject area (field of knowledge, specialty, specialization)	Field of knowledge 07 "Management and administration" Specialty 073 "Management" Specialization "Personnel Management"
Orientation of educational program	Educational-professional, applied, research. The program focuses on the formation and development of competencies in personnel management and provides: dynamic, integrative and interactive mastery of modern methods of making managerial personnel decisions; formation and development of abilities on functional filling of activity of the manager on the personnel and HR-department; development of personnel policy and strategy in the organization of various areas of activity; conducting effective recruitment and evaluation of staff; involvement, retention and use of competent employees; professional development and continuous training; team building and social partnership in the business environment.
Main focus of educational program and specialization	Formation of professional competence in the ability to solve complex specialized tasks and practical problems in the field of professional activity using modern concepts, technologies and methods of HR-management. Key words: personnel, staff, personnel management; personnel service, personnel record keeping, recruitment; staff adaptation; teambuilding; staff development; staff evaluation; social partnership.
Program features	The cycle of general and practical training includes disciplines, in-depth study of which will allow you to master the theoretical knowledge and practical skills for the functioning and development of an effective personnel management system.
4 - Suitability of graduates to employment and further training	
Suitability for employment	The graduate is suitable for employment in positions of different in accordance with the National Classification of Occupations DK 003: 2010: 1477.1 Personnel manager. 2412.2 Professional employment analyst. 2412.2 Expert on the regulation of social and labor relations. 2412.2 Expert on working conditions. 2412.2 Professional consultant. 2412.2 Labor market analysis specialist. 2412.2 Employment Specialist (Headhunter). 2412.2 Career guidance specialist. 3423 Personnel Inspector. 3423 Personnel organizer. 3423 Labor hire specialist. 3439 Interviewer. 3436 Administrative Assistant. 3436 Assistant to the head of the enterprise (institution, organization). Professions, professional titles of works according to the current edition of the International Standard Classification of Occupations

	2008 (ISCO-08) and names according to ISCO-88: 1120 Managing Directors and Chief Executives. 1212 Human Resource managers 1213 Policy and Planning Managers Policy and Planning Managers. 2412 Personnel and Careers Professionals 2412 Personnel and Careers Professionals 2446 Social Work Professionals With the acquisition of relevant experience can adapt to the following areas of related professional activities: economic, marketing, foreign economic, educational, research.
Further training	Opportunity to study at the second (master's) level of higher education according to the program of the second cycle FQ-EHEA, 7th level EQF-LLL and 7th level NQF of Ukraine
5 - Teaching and assessment	
Teaching and learning	The teaching style is focused on student-centered, problem-oriented learning and self-study. The combined approach to learning is a combination of traditional and non-traditional teaching methods using interactive, combined and problem-based lectures, which provide visualization of information during classes and participation of leading HR specialists of business structures, presentations, discussions and discussions, business simulators, case methods , solving creative problems, work in small groups, independent work of students, preparation of term papers, internships (including training), consultations of teachers.
Evaluation	Types of control: current, final. Forms of control: oral and written interviews, test and individual tasks, analytical and situational exercises, essays, digests, defense of individual and team projects, reports on internships, written exams, final certification (defense of qualifying work), etc. Assessment is carried out in accordance with the "Regulations on the assessment of learning outcomes of students and graduate students" and "Regulations on the organization of the educational process of students" in KNUTE
6 - Program competencies	
Integral competence	Ability to solve complex specialized problems and practical problems, which are characterized by the complexity and uncertainty of conditions in the field of personnel management or in the learning process, which involves the application of theories and methods of social and behavioral sciences.
General competencies	1. The ability to exercise their rights and responsibilities as a member of society, to realize the values of civil (democratic) society and the need for its sustainable development, the rule of law, human and civil rights and freedoms in Ukraine. 2. The ability to preserve and multiply moral, cultural, scientific values and increase the 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, technics and technology, use different types and forms of physical activity for active recreation and 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 state language both orally and in writing. 7. Ability to communicate in a foreign language. 8. Skills in the use of information and communication technologies. 9. The 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).
Special competencies	1. Ability to identify and describe the characteristics of the organization. 2. The ability to analyze the results of the organization, to compare them with the factors of external and internal environment. 3. The ability to determine the prospects for the development of the organization. 4. Ability to identify functional areas of the organization and the relationships between them. 5. Ability to manage the organization and its departments 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 the organization and manage time. 9. Ability to work in a team and establish interpersonal interaction in solving professional problems. 10. Ability to evaluate the work performed, ensure their quality and motivate the staff of the organization. 11. Ability to create and organize effective communications in the management process. 12. Ability to analyze and structure the problems of the organization, to form sound decisions. 13. To understand the principles and norms of law and use them in professional activities. 14. To understand the principles of psychology and use them in professional activities. 15. Ability to form and demonstrate leadership qualities and behavioral skills. *16. Ability to use various forms of public speaking, conflict resolution methods and psychology of business communication in HR-management.* *17. Ability to apply modern recruitment technologies in organizations of different types and fields of activity and to involve competent specialists to form teams and organize their interaction in the VUCA-environment.The ability to form effective social and labor relations in the organization on the principles of labor rationing and quality of working life of staff.*

7 - Program learning outcomes	
	1. To know their rights and responsibilities as a member of society, be aware of the values of civil society, the rule of law, human and civil rights and freedoms in Ukraine. 2. To preserve moral, cultural, scientific values and increase the achievements of society, use different types and forms of physical activity to lead a healthy lifestyle. 3. To demonstrate knowledge of theories, methods and functions of management, modern concepts of leadership. 4. To demonstrate skills to identify problems and justify management decisions. 5. To describe the content of the functional areas of the organization. 6. To identify skills of search, collection and analysis of information, calculation of indicators to justify management decisions. 7. To demonstrate organizational design skills. 8. To apply management methods to ensure the effectiveness of the organization. 9. To demonstrate skills of interaction, leadership, teamwork. 10. To have the skills to justify effective tools to motivate the organization's staff. 11. To demonstrate skills of situation analysis and communication in various areas of the organization. 12. To assess the legal, social and economic consequences of the organization. 13. To communicate orally and in writing in the state and foreign languages. 14. To identify the causes of stress, adapt yourself and team members to a stressful situation, find ways to neutralize it. 15. To demonstrate the ability to act socially responsibly and socially consciously on the basis of ethical considerations (motives), respect for diversity and interculturalism. 16. To demonstrate skills of independent work, flexible thinking, openness to new knowledge, be critical and self-critical. 17. To perform research individually and / or in a group under the guidance of a leader. *18. To use various forms of public speaking, methods of conflict resolution and psychology of business communication in HR-management.* 19. *To apply modern recruitment technologies in organizations of different types and areas of activity and involve competent professionals to form teams and organize their interaction in the VUCA-environment.To form effective social and labor relations in the organization on the principles of labor rationing and quality of working life of staff.* 20. To form effective social and labor relations in the organization on the principles of labor rationing, use of modern information technologies and improving the quality of working life of staff.
8 - Resource support for program implementation	
Staffing	The Department of Management of KNUTE is graduating and responsible for training. The head of the department has the degree of

	Doctor of Sciences and the academic title of Professor. 96% of teachers who provide the process of training bachelors in the educational program "Personnel Management" have a degree and / or academic title. Employment contracts have been concluded with all scientific and pedagogical workers. The participation of foreign specialists and practitioners in the teaching of disciplines of the training cycle is possible.
Material and technical provision	Provision of premises for training sessions and control activities - 4 m2 per person. 60% of classrooms are equipped with multimedia equipment. There is a specialized computer class with modern hardware and software resources that provide quality training for bachelors in the educational program. KNUTE infrastructure: libraries, including reading room, food outlets, assembly hall, sports halls, stadium, medical center, dormitories.
Information and educational and methodical support	General scientific and special sources of information on personnel management, educational and methodical and monographic literature, information resources of the distance learning system and the Internet. There is access to the databases of scientific periodicals in English of the relevant or related profile (shared databases of several educational institutions are allowed). There is an official website of KNUTE, which contains basic information about its activities (structure, licenses and certificates of accreditation, educational / educational-scientific / publishing / certification (scientific staff) activities, educational and scientific departments and their composition, list of educational disciplines, admission rules, contact information): https://knute.edu.ua The Department of Support of Distance Learning of KNUTE has educational and methodical materials on the disciplines of the curriculum: http://dist.knute.edu.ua/
9 - Academic mobility	
National credit mobility	Short-term training of students of all educational levels (except for bachelors of the first year of study) in pre-defined courses with credits in universities of Erasmus + member countries with mandatory recognition of learning outcomes (credit transfer) for a period of 3 months (minimum) to 12 months (maximum). For internship / practice - from 2 to 12 months.
International credit mobility	International credit mobility is realized through the conclusion of agreements on international academic mobility Erasmus + Option K1 / Credit mobility, on double graduation, on long-term international projects involving student training and the issuance of a double diploma, etc.
Training of foreign applicants for higher education	Conditions and features of the educational program in the context of teaching foreign citizens: knowledge of Ukrainian language at a level not lower than B1.

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

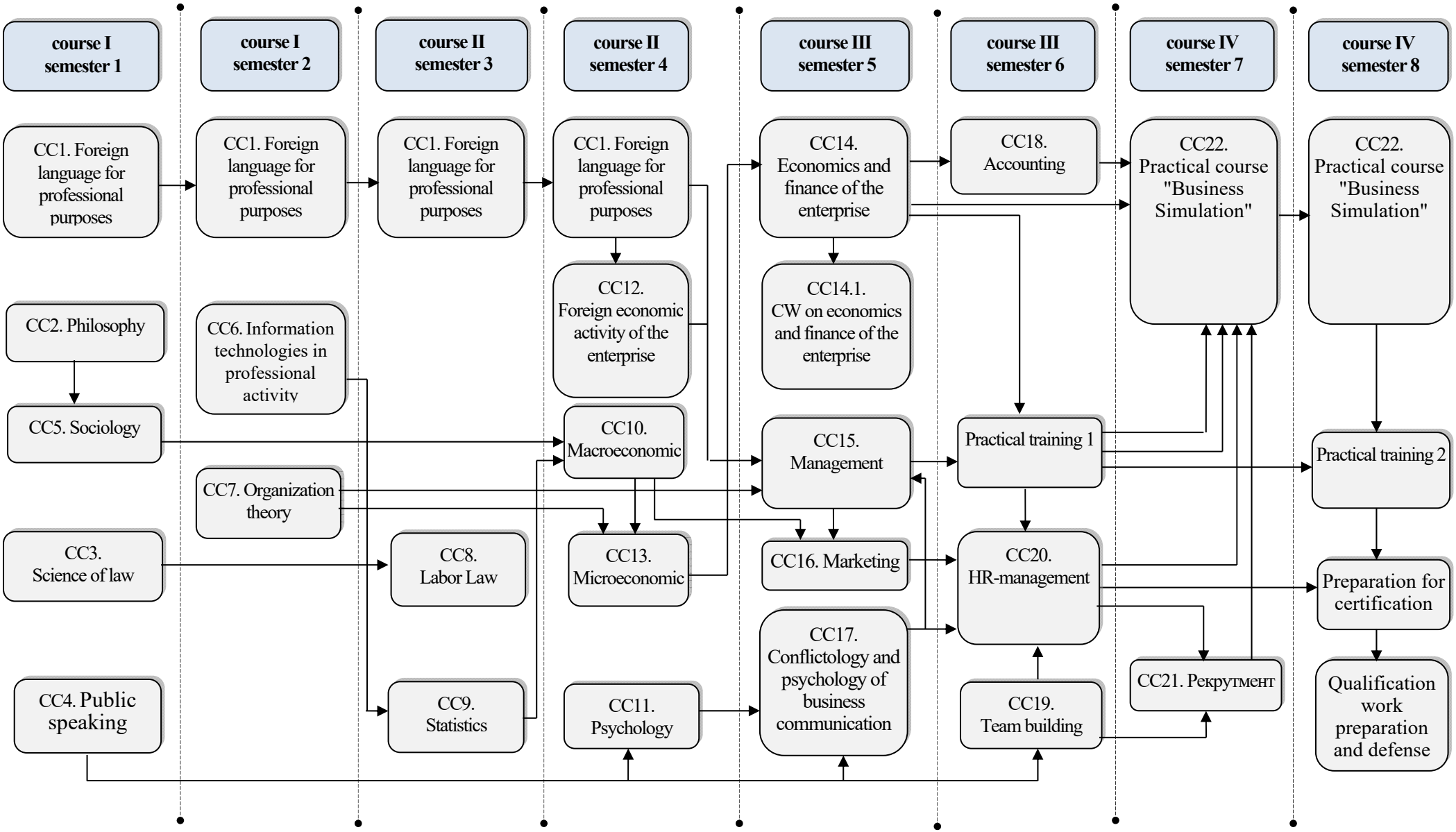
2.1. List of components of educational program *

Code of Discipline	Components of educational program (academic disciplines, course projects (works), practices, qualifying exam, final qualifying work)	Number of credits
1	2	3
	Compulsory components of educational program	
CC 1.	Foreign language for professional purposes	24
CC 2.	Philosophy	6
CC 3.	Science of law	6
CC 4.	Public speaking	6
CC 5.	Sociology	6
CC 6.	Information technologies in professional activity	6
CC 7.	Organization theory	6
CC 8.	Labor Law	6
CC 9.	Statistics	6
CC 10.	Macroeconomics	6
CC 11.	Psychology	6
CC 12.	Foreign economic activity of the enterprise	6
CC 13.	Microeconomics	9
CC 14.	Economics and finance of the enterprise	6
CC 14.1.	CW on economics and finance of the enterprise	
CC 15.	Management	6
CC 16.	Marketing	6
CC 17.	Conflictology and psychology of business communication	6
CC 18.	Accounting	6
CC 19.	Team building	6
CC 20.	HR-management	6
CC 21.	Recruitment	6
CC 22.	Practical course "Business Simulation"	9
Total amount of compulsory components		**144**
Selective components of educational program		
SC 1.	Alternative dispute resolution	6
SC 2.	Life safety	6
SC 3.	Commercial law	6
SC 4.	State regulation of Economy	6
SC 5.	Public administration and local self-government	6
SC 6.	Diplomatic and business protocol and etiquette	6
SC 7.	Ecology	6
SC 8.	Econometrics	6
SC 9.	Labor economics and social and labor relations	6
SC 10.	Economy of Ukraine	6
SC 11.	Economic statistics	6
SC 12.	Economic analysis	6
SC 13.	Electronic document management	6
SC 14.	Aesthetics	6

SC 15.	Business ethics	6
SC 16.	Imageology	6
SC 17.	History of economics and economic thought	6
SC 18.	History of Ukraine	6
SC 19.	History of Ukrainian Culture	6
SC 20.	Competitiveness of the enterprise	6
SC 21.	Cultural heritage of Ukraine	6
SC 22.	Logic	6
SC 23.	Logistics	6
SC 24.	International Economic Relations	6
SC 25.	National interests in world geopolitics and geoeconomics	6
SC 26.	Politology	6
SC 27.	Practical psychology	6
SC 28.	Management psychology	6
SC 29.	Psychophysiology and professional selection	6
SC 30.	Religious studies	6
SC 31.	Risk management	6
SC 32.	Self-management	6
SC 33.	World culture	6
SC 34.	World market of goods and services	6
SC 35.	Corporate social responsibility	6
SC 36.	Social leadership	6
SC 37.	Statistics of the market of goods and services	6
SC 38.	Quality statistics	6
SC 39.	Strategic enterprise management	6
SC 40.	Insurance	6
SC 41.	Ukrainian language (for professional purposes)	6
SC 42.	Innovation management	6
SC 43.	Finance, money and credit	6
Total amount of selective components:		**78**
Practical training		
Practical training 1		3
Practical training 2		6
Total		**9**
Certification		
Preparation for certification		3
Qualification work preparation and defense		6
Total		**9**
TOTAL VOLUME OF EDUCATIONAL PROGRAM		**240**

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

2.2. Structural and logical scheme of educational program



Form of certification of higher education applicants

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

Qualification work should involve solving a complex specialized problem or practical problem in the field of management, characterized by complexity and uncertainty of conditions, using theories and methods of economics.

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

Qualification work must be published on the official website of KNUTE.

34.1. Matrix of compliance of program competencies with compulsory components of educational program

Competences \ Components		CC 1	CC 2	CC 3	CC 4	CC 5	CC 6	CC 7	CC 8	CC 9	CC10	CC 11	CC 11	CC 13	CC 14	CC 15	CC 16	CC 17	CC 18	CC 19	CC 20	CC 21	CC 22
General competencies	**1**		+	+		+																	
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Special competencies	**1**						+	+			+					+							
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	18					+	+			+					+	+		+					+

3.4.2. Matrix of correspondence of program competences to selective components of educational program

Components / Competences		SC 1	SC 2	SC 3	SC 4	SC 5	SC 6	SC 7	SC 8	SC 9	SC10	SC11	SC12	SC13	SC14	SC15	SC16	SC17	SC17	SC19	SC20	SC21	SC22	SC23	SC24	SC25	SC26	SC27	SC28	SC29	SC30	SC31	SC32	SC33	SC34	SC35	SC36	SC37	SC38	SC39	SC40	SC41	SC42	SC43
General competencies	**1**	+	+				+		+											+		+					+						+		+					+		+	+
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3.5.1. Matrix of providing program learning outcomes (PLOs) with compulsory components of educational program

Components / Program learning outcomes	CC1	CC2	CC3	CC4	CC5	CC6	CC7	CC8	CC9	CC10	CC11	CC12	CC13	CC14	CC15	CC16	CC17	CC18	CC19	CC20	CC21	CC 22
01			+		+			+		+										+		
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3.5.2. Matrix of providing program learning outcomes (PLO) with selective components of educational program

Components / Program learning outcomes	SC 1	SC 2	SC 3	SC 4	SC 5	SC 6	SC 7	SC 8	SC 9	SC10	SC11	SC12	SC13	SC14	SC15	SC16	SC17	SC18	SC19	SC20	SC21	SC22	SC23	SC24	SC25	SC26	SC27	SC28	SC29	SC30	SC31	SC32	SC33	SC34	SC35	SC36	SC37	SC38	SC39	Sc40	Sc41	SC42	Sc43
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