

3. Educational programme

3.1. Profile of the educational programme ‘Personnel Management’ in the subject area 073 ‘Management’

1 – General information	
Full name of HEI and structural unit	State University of trade and Economics Faculty of Economics, Management and Psychology, Department of Management
Academic degree and qualification title in the original	Bachelor's degree Subject Area "Management"
Educational programme title	"Personnel Management"
Standards conformity	Conforms to the MES higher education standards (Ukraine)
Qualification title (degree), programme credits and duration	Bachelor's degree, single, 240 ECTS credits, training period - 3 years 10 months
Accreditation	Certificate of accreditation issued by Ministry of Education and Science of Ukraine (Ukraine) valid until July 1, 2024 issued on the basis of order of Ministry of Education and Science of Ukraine, dated 19.12.2016 № 1565
Cycle / level	National Qualifications Framework of Ukraine – level 6, FQ-EHEA – first cycle, EQF-LLL – level 6
Academic backgrounds	<ul style="list-style-type: none"> - complete general secondary education - terms for admission to the programme are regulated by the SUTE Rules of admission.
Language(s) of instruction	Ukrainian
Programme duration	Expires on July 1, 2024
Educational programme link	https://knute.edu.ua
2 – Educational programme aim	
Training of highly qualified specialists capable, through the obtained basic management concepts and principles, to carry out their professional activities aimed at forming an effective personnel management system and its functional subsystems, solve management problems and problems related to effective personnel management at modern business organizations and ensure effective personnel decision-making under the conditions of digitalization of business processes.	
3 – Educational programme general information	
Field of study	<ul style="list-style-type: none"> – <i>Object of study</i>: management of organizations and their units. – <i>Aims of training</i>: training of specialists capable of solving practical problems and complex specialized tasks, characterized by complexity and uncertainty of conditions, in the field of management of organizations and their divisions.

	<p>– <i>Theoretical content of the field of study</i>: 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 managerial decisions in management.</p> <p>– <i>Methods, techniques and technologies</i>: general scientific and specific research methods (calculation-analytical, economic-statistical, economic-mathematical, expert assessment, factual, sociological, documentary, balance, etc.); methods of implementing management functions (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>– <i>Tools and equipment</i>: modern information and communication equipment, information systems and software products used in management.</p>
Educational programme orientation	<p>Educational and professional, applied, research.</p> <p>The programme focuses on the formation and development of competences in personnel management and provides: dynamic, integrative and interactive mastering of modern methods of making managerial personnel decisions; formation and development of capabilities for the functional fulfillment of the activities of the HR department; development of personnel policy and strategy in an organization belonging to various fields of activity; conducting effective recruiting and personnel evaluation; attraction, retention and use of competent employees; professional development and continuous training of personnel; application of practical approaches to team building and social partnership.</p>
Educational programme main focus	<p>Formation of professional competence in solving complex specialized tasks and practical problems in the field of professional activity through the use of modern concepts, technologies and methods of HR-management.</p> <p>Key words: personnel, staff, personnel management; personnel service, personnel record keeping, recruitment; staff adaptation; teambuilding; staff development; staff evaluation; social partnership.</p>
Specific requirements	<p>Interdisciplinary and multidisciplinary training of HR specialists to ensure the effective functioning and development of the personnel management system in enterprises of various fields of activity. High level of professional training of HR specialists and involvement of practitioners in the educational process.</p>
4 – Career opportunities and further learning	
Career opportunities	<p>The graduate is suitable for employment in the following positions according to the DK 003: 2010 National Classification of Occupations:</p> <p>1232 Head of HR Department</p>

	<p>1477.1 Personnel manager. 2412.2 Analyst in the field of professional employment. 2412.2 Expert on 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 recruitment specialist. 3439 Interviewing specialist. 3436 Administrative assistant. 3436 Assistant to the head of the enterprise (institution, organization). Jobs, job titles according to the current edition of the International Standard Classification of Occupations 2008 (ISCO-08) and titles 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 Under the conditions of acquiring relevant experience, they can adapt to the following areas of adjacent professional activities: economic, marketing, foreign economic, educational, research.</p>
Further learning	<p>Opportunity to study at the second (master's) level of higher education according to the programme of the second cycle FQ-EHEA, 7th level EQF-LLL and 7th level NQF of Ukraine</p>
5 – Training and assessment	
Teaching and learning	<p>The teaching style is focused on student-centered, problem-oriented learning and self-learning. The combined approach to education consists of a combination of traditional and non-traditional teaching methods with the use of interactive, combined and problem-based lectures, which involve the visualization of information during classes and the participation of leading HR specialists of business structures, presentations, discussions and debates, business simulators, case methods, solving creative problems, working in small groups, independent work of students, preparation of courseworks, practical training (including educational training), tutorials.</p>
Assessment	<p>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 a qualification project), 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 SUTE</p>
6 – Programme competencies	

Integral competence	Ability to solve complex specialized tasks and practical problems which are characterized by the complexity and uncertainty of conditions in the field of management, particularly in <i>personnel management</i> or in the learning process, which involves the application of theories and methods of social and behavioral sciences.
General competencies	<ol style="list-style-type: none"> 1. 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. 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. Ability to learn and master up-to-date knowledge. 10. Ability to conduct research at an 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).
Professional competencies	<ol style="list-style-type: none"> 1. Ability to identify and describe the characteristics of an organization. 2. Ability to analyze the performance outcomes of an organization, to compare them with the factors of external and internal environment. 3. Ability to determine the prospects for the development of an organization. 4. Ability to identify functional areas of an organization as well as the relationships between them. 5. Ability to manage an organization and its departments through the implementation of management functions. 6. Ability to act in a socially responsible and conscious way. 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 while solving professional problems. 10. Ability to evaluate the work performed, ensure its quality and motivate the staff of an organization.

	<ul style="list-style-type: none"> 11. Ability to create and organize effective communications in the management process. 12. Ability to analyze and structure the problems within an organization, to form sound decisions. 13. Understanding the principles and norms of law and use them in their professional activities. 14. Understanding the principles of psychology and use them in their professional activities. 15. Ability to form and demonstrate leadership qualities and behavioral skills. 16. <i>Ability to use various forms of oratory, methods of conflict resolution and psychology of business communication in HR management.</i> 17. <i>Ability to apply modern recruiting technologies in organizations of various types and spheres of activity and attract competent specialists to form teams and organize their interaction in a digital environment.</i> 18. <i>Ability to form effective social and labour relations in an organization based on the principles of labour regulation, use of modern information technologies and improvement of the quality of the staff's working life.</i>
7 – Programme learning outcomes	
	<ul style="list-style-type: none"> 1. To know their rights and responsibilities as a member of society, be aware of the values of a 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 in identifying problems and justifying management decisions. 5. To describe the content of the functional areas of an 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 an organization. 9. To demonstrate skills of interaction, leadership, teamwork. 10. To possess skills of justifying effective tools to motivate the organization's staff. 11. To demonstrate skills of situation analysis and communication in various areas within an organization. 12. To assess the legal, social and economic consequences of an organization's performance. 13. To communicate orally and in writing in the state and foreign languages. 14. To identify the causes of stress, adapt themselves and team members to a stressful situation, find ways to neutralize it.

	<p>15. Демонструвати здатність діяти соціально відповідально та громадсько свідомо на основі етичних міркувань (мотивів), повагу до різноманітності та міжкультурності.</p> <p>16. To demonstrate skills of independent work, flexible thinking, openness to new knowledge, be critical and self-critical.</p> <p>17. To perform research individually and / or in a group under the guidance of a leader.</p> <p>18. <i>To use various forms of oratory, methods of conflict resolution and psychology of business communication in HR management.</i></p> <p>19. <i>To apply modern recruiting technologies in organizations of various types and spheres of activity and attract competent specialists to form teams and organize their interaction in a VUCA environment.</i></p> <p>20. <i>To form effective social and labour relations in an organization based on the principles of labour standardization, use of modern information technologies and improvement of the quality of the staff's working life.</i></p>
8 – Resource support for programme implementation	
Academic staff	<p>The Department of Management (SUTE) is responsible for the training and graduation of specialists. The head of the department has the degree of Doctor of Sciences and the academic title of Professor. The process of training bachelors in the educational programme “Personnel Management” is provided by teaching staff 96% of whom possess a scientific degree and/or an academic title. Employment contracts have been concluded with all scientific and pedagogical workers.</p> <p>The participation of foreign specialists and practitioners in the teaching of disciplines of the training cycle is possible.</p>
Facilities	<p>Availability of premises for training sessions and control activities - 4 m² per person.</p> <p>60% of classrooms are fitted with multimedia equipment. There is a specialized computer class with up-to-date hardware and software resources providing quality training for bachelors in the educational programme.</p> <p>SUTE infrastructure: libraries, including reading room, food outlets, assembly hall, sports halls, stadium, medical center, dormitories.</p>
Informational, teaching and learning materials	<p>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.</p> <p>навчання та мережі Інтернет</p> <p>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).</p> <p>There is an official website of SUTE 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</p>

	The Department of Support of Distance Learning of SUTE 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 issuing a double diploma, etc.
Training of foreign students	Conditions and features of the educational programme in the context of teaching foreign citizens: knowledge of the Ukrainian language at a level not lower than B1.

2. List of the educational programme components and their logical order

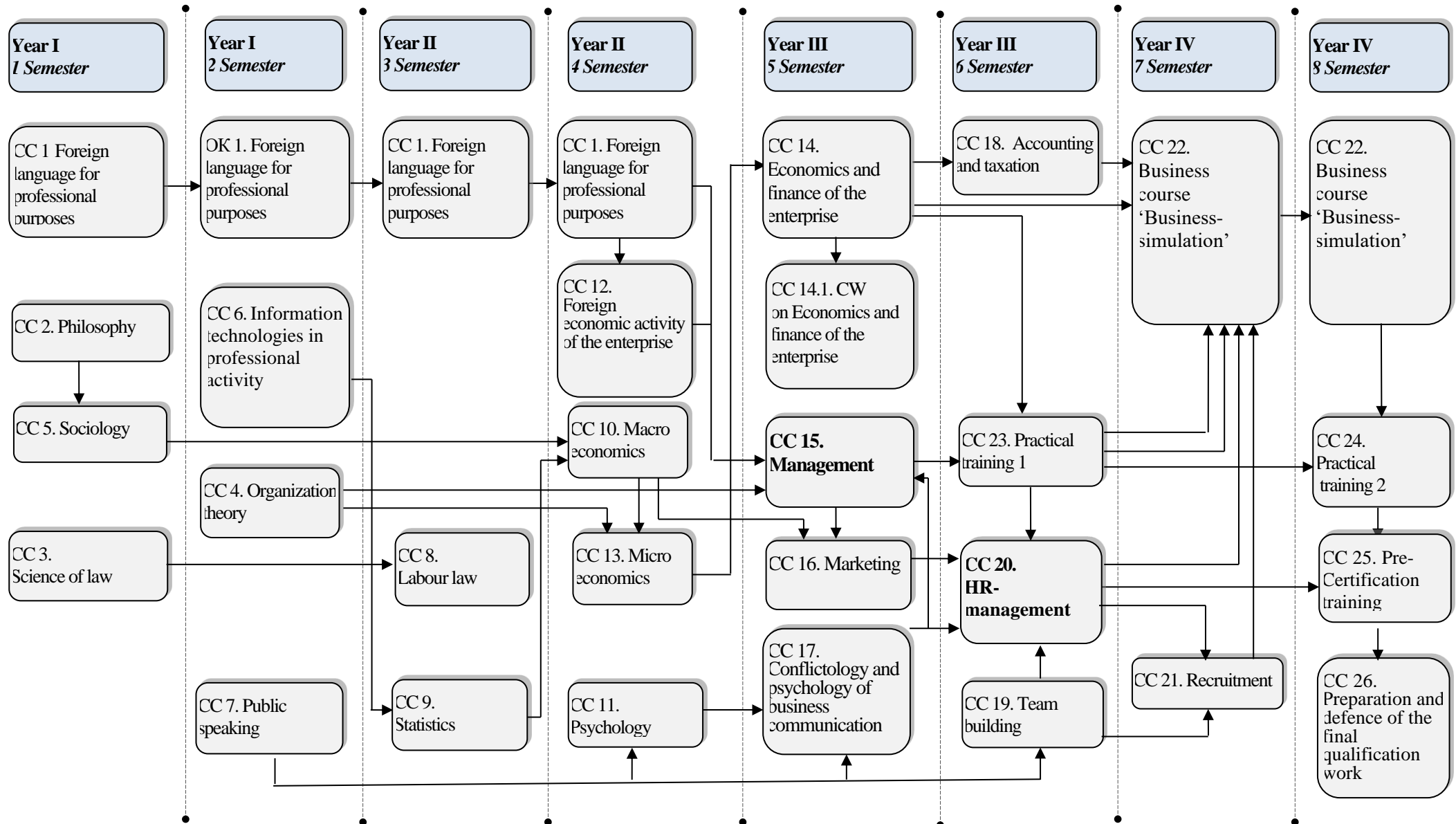
2.1. List of the EP components

Academic course code	Components of the educational programme (academic courses, course projects (papers), practical trainings, qualification exam, final qualification work)	Total credits
1	2	3
EP Compulsory components		
CC 1	Foreign language for professional purposes	24
CC 2	Philosophy	6
CC 3	Science of law	6
CC 4	Organization theory	6
CC 5	Sociology	6
CC 6	Information technologies in professional activity	6
CC 7	Public speaking	6
CC 8	Labour 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	Course work 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 and taxation	6
CC 19	Team building	6
CC 20	HR-management	6
CC 21	Recruitment	6
CC 22	Business course 'Business-simulation'	9
CC 23	Practical training 1	3
CC 24	Practical training 2	6
CC 25	Pre-Certification training	3
CC 26	Preparation and defence of the final qualification work	6
Total credits for compulsory components:		162
EP Optional components		
OC 1	Alternative dispute resolution	6
OC 2	Life safety	6
OC 3	Commercial law	6
OC 4	State regulation of economy	6
OC 5	State administration and local self-government	6
OC 6	Diplomatic and business protocol and etiquette	6
OC 7	Ecology	6
OC 8	Econometrics	6
OC 9	Labour economics and social and labour relations	6
OC 10	Economy of Ukraine	6
OC 11	Economic statistics	6
OC 12	Economic analysis	6

OC 13	Electronic document management	6
OC 14	Ethics in business conduct	6
OC 15	Imageology	6
OC 16	Information wars	6
OC 17	History of economics and economic thought	6
OC 18	History of Ukraine	6
OC 19	History of Ukrainian culture	6
OC 20	Competitiveness of the enterprise	6
OC 21	Cultural heritage of Ukraine	6
OC 22	Logic	6
OC 23	Logistics	6
OC 24	International economic relations	6
OC 25	National interests in world geopolitics and geoeconomics	6
OC 26	Fundamentals of cyber security	6
OC 27	Fundamentals of entrepreneurship	6
OC 28	Politology	6
OC 29	Practical psychology	6
OC 30	Business psychology	6
OC 31	Management psychology	6
OC 32	Psychophysiology and professional selection	6
OC 33	Religious studies	6
OC 34	Risk management	6
OC 35	Self-management	6
OC 36	World culture	6
OC 37	World market of goods and services	6
OC 38	Corporate social responsibility	6
OC 39	Social leadership	6
OC 40	Statistics of the market of goods and services	6
OC 41	Strategic management of the enterprise	6
OC 42	Insurance	6
OC 43	The Ukrainian language (for professional purposes)	6
OC 44	Innovation management	6
OC 45	Finance, money and credit	6
OC 46	Communication English tailored course	6
Total credits for optional components:		78
TOTAL NUMBER OF THE EP CREDITS		240

*For all components of the educational programme, the form of final assessment is an examination.

2.2. EP Structural and Logic Network



3. Final assessment of graduates

The final assessment is carried out in the form of public defence of a final qualification work.

The final qualification work should suggest the solution to a complex specialised assignment or practical problem in the field of management characterized by comprehensiveness and uncertainty of conditions using theories and methods of economics.

The final qualification work must not contain academic plagiarism, fabricated and copied information.

The final qualification work should be published on the official website of SUTE

4.1 The programme competences and the EP compulsory components matrix

Components Compentces		CC 1	CC 2	CC 3	CC 4	CC 5	CC 6	CC 7	CC 8	CC 9	CC 10	CC 11	CC 12	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
<i>General</i>	1		+	+		+																		+	+	+	+
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4.2. The programme competences and the EP optional components matrix

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5.1. The programme learning outcomes and the EP compulsory components matrix

Componets Programme learning outcomes	CC 1	CC 2	CC 3	CC 4	CC 5	CC 6	CC 7	CC 8	CC 9	CC 10	CC 11	CC 12	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
1			+		+			+		+													+	+	+	+
2		+	+		+					+													+	+	+	+
3							+					+			+					+		+	+	+	+	+
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5.2. The programme learning outcomes and the EP optional components matrix

<div>Components</div> <div>Programme learning outcomes</div>	OC 1	OC 2	OC 3	OC 4	OC 5	OC 6	OC 7	OC 8	OC 9	OC 10	OC 11	OC 12	OC 13	OC 14	OC 15	OC 16	OC 17	OC 18	OC 19	OC 20	OC 21	OC 22	OC 23	OC 24	OC 25	OC 26	OC 27	OC 28	OC 29	OC 30	OC 31	OC 32	OC 33	OC 34	OC 35	OC 36	OC 37	OC 38	OC 39	OC 40	OC 41	OC 42	OC 43	OC 44	OC 45	OC 46
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