3. Educational programme

3.1. Profile of the educational programme «HR-Management» in the subject area 073 «Management»

Project team leader (Director of the Bachelor's degree programme) - PhD in Economics, Associate Professor Iryna Mykolaichuk

1 – General information	
Full name of HEI and structural subdivision	SUTE Faculty of Economics, Management and Psychology, Department of Management
Higher education degree / vocational pre-higher education and title of the qualification in the original language	Bachelor's degree Subject Area «Management»
Official name of educational programme	«HR-Management»
Compliance with the standard of higher education of the Ministry of Education and Culture of Ukraine	The SVO of the Ministry of Education and Culture of Ukraine is in charge
Type of diploma and scope of educational programme	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 programme are regulated by the Rules of admission to SUTE
Language (s) of training	Ukrainian
Term of validity of the educational programme	until July 1, 2024.
Internet address of the permanent placement of the educational programme description	https://knute.edu.ua
2 – Purpose of educational programme	
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 HR-management of modern business organizations and ensure the adoption of effective personnel decisions in conditions of digitalization business processes.	
3 – Characteristics of educational programme	
Subject area	– Object of study: management of organizations and their units. – Training goals: 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. – Theoretical content of the subject area: 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. – Methods, techniques and technologies: 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.). – Tools and equipment: modern information and communication equipment, information systems and software products used in management.
Orientation of the educational programme	Educational and professional, applied, research. 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 the organization of 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.
Main focus of the educational programme	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.

Programme features	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.
4 – Suitability of graduates to employment and further training	
Suitability for employment	The graduate is suitable for employment in the following positions in accordance with the National Classifier of Ukraine: Classifier of Professions (DK 003:2010): 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). Професії, професійні назви робіт згідно з чинною редакцією International Standard ClassificationofOccupations 2008 (ISCO-08) та назвами відповідно до 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, he can adapt to the following areas of related professional activity: economic, marketing, foreign economic, educational, research.
Further training	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
5 – Teaching and assessment	
Teaching and learning	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 coursework, practical training (including educational training), consultations of teachers.
Assessment	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 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
6 – Programme 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 oratory, methods of conflict resolution and psychology of business communication in HR management.* *17. The 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.* *18. The ability to form effective social and labor relations in the organization based on the principles of labor regulation, the use of modern information technologies and the improvement of the quality of the working life of the staff.*
7 – Programme 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 oratory, conflict resolution methods and the psychology of business communication in HR management.* *19. 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.* 20. *To form effective social and labor relations in the organization based on the principles of labor standardization, the use of modern information technologies and the improvement of the quality of the working life of the staff.*
8 – Resource support for programme implementation	
Staffing	The Department of Management of SUTE 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 programme "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 support	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 programme. SUTE 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 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 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 the issuance of a double diploma, etc.
Training of foreign students	Conditions and features of the educational programme in the context of teaching foreign citizens: knowledge of Ukrainian language at a level not lower than B1.

3. 2. List of components of the educational programme and their logical sequence

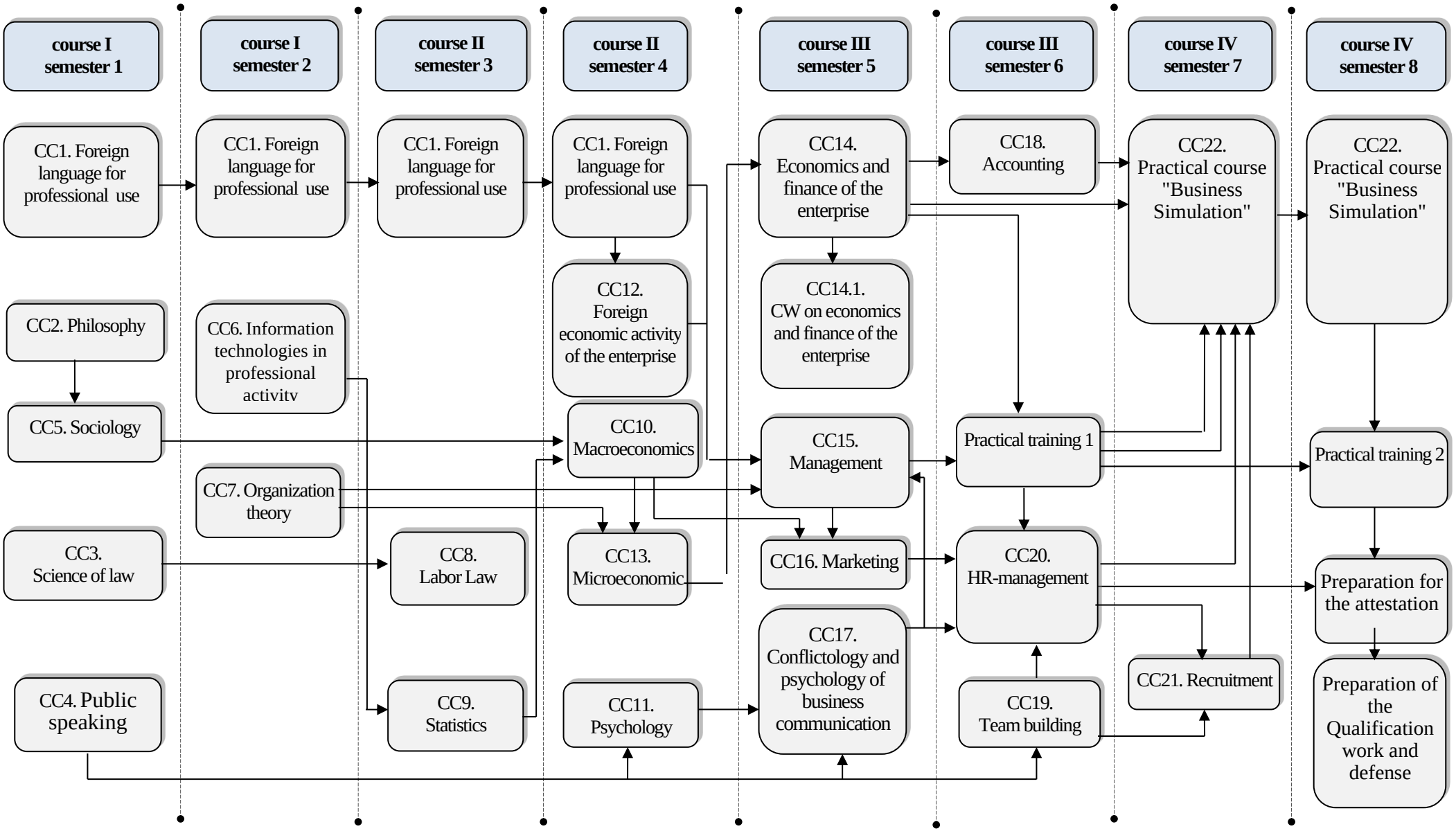
3.2.1. **List of EP components**

Code n/a	Components of the educational programme (academic courses, course projects (papers), practices, qualification exam, qualification project)	Number of credits
1	2	3
	Compulsory components of the educational programme	
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 9.	Statistics	6
CC 10.	Macroeconomics	6
CC 11.	Psychology	6
CC 12.	Foreign economic activity of the enterprise	6
CC 13.	Microeconomics	6
CC 14.	Economics and finance of the enterprise	9
CC 14.1.	CW on economics and finance of the enterprise	6
CC 15.	Management	
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 1.	Foreign language for professional purposes	6
CC 2.	Philosophy	9
Total amount of compulsory components:		**144**
Elective components of the educational programme		
EC 1	Alternative dispute resolution	6
EC 2	Life safety	6
EC 3	Commercial law	6
EC 4	Clerkship	6
EC 5	State regulation of Economy	6
EC 6	State administration and local self-government	6
EC 7	Diplomatic and business protocol and etiquette	6
EC 8	Ecology	6
EC 9	Econometrics	6
EC 10	Labor economics and social and labor relations	6
SC 11	Economy of Ukraine	6
EC 12	Economic statistics	6
EC 13	Economic analysis	6
EC 14	Electronic document management	6
EC 15	Aesthetics	6
EC 16	Imageology	6

EC 17	Information wars	6
EC 18	History of economics and economic thought	6
EC 19	History of Ukraine	6
EC 20	History of Ukrainian Culture	6
EC 21	Competitiveness of the enterprise	6
EC 22	Cultural heritage of Ukraine	6
EC 23	Logic	6
EC 24	Logistics	6
EC 25	International Economic Relations	6
EC 26	National interests in world geopolitics and geoeconomics	6
EC 27	Fundamentals of cyber security	6
EC 28	Politology	6
EC 29	Practical psychology	6
EC 30	Management psychology	6
EC 31	Psychophysiology and professional selection	6
EC 32	Religious studies	6
EC 33	Risk management	6
EC 34	Self-management	6
EC 35	World culture	6
EC 36	World market of goods and services	6
EC 37	Corporate social responsibility	6
EC 38	Social leadership	6
EC 39	Statistics of the market of goods and services	6
EC 40	Quality statistics	6
EC 41	Statistics of the market of goods and services	6
EC 42	Insurance	6
EC 43	Ukrainian language (for professional use)	6
EC 44	Innovation management	6
EC 45	Finance, money and credit	6
Total amount of elective components:		**78**
Practical training		
Practical training 1		3
Practical training 2		6
Total		**9**
Attestation		
Preparation for the attestation		3
Bachelor’s thesis preparation and public defense		6
Total		**9**
TOTAL VOLUME OF THE EDUCATIONAL PROGRAMME		**240**

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

3.2.2. Structural and logical scheme of the educational programme



3.3. The form of student attestation

Attestation is carried out in the form of public defense of qualification Project.

Qualification Project 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.

Bachelor’s Thesis should not contain academic plagiarism, fabrication or falsification.

Bachelor’s Thesis must be published on the official website of SUTE.

3.4.1. Matrix of correspondence of programme competencies with compulsory components of the educational programme

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	**1**		+	+		+																	
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	14	+											+									+	
	15		+	+					+							+	+	+				+	
Special	**1**						+	+			+					+							
	2						+	+			+		+	+	+	+	+						+
	3							+		+			+	+	+	+	+						
	4							+		+						+	+						+
	5						+									+			+		+		+
	6		+	+		+			+			+				+	+				+	+	
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	15															+				+	+		
	16				+							+						+			+		
	17								+				+				+			+	+	+	+
	18					+	+			+					+	+		+					+

3.4.2. Matrix of correspondence of programme competences to elective components of the educational programme

Components / Competences		EC 1	EC 2	EC 3	EC 4	EC 5	EC 6	EC 7	EC 8	EC 9	EC 10	EC 11	EC 12	EC 13	EC 14	EC 15	EC 16	EC 17	EC 18	EC 19	EC 20	EC 21	EC 22	EC 23	EC 24	EC 25	EC 26	EC 27	EC 28	EC 29	EC 30	EC 31	EC 32	EC 33	EC 34	EC 35	EC 36	EC 37	EC 38	EC 39	EC 40	EC 41	EC 42	EC 43	EC 44	EC 45
General	**1**	+	+					+		+								+			+		+						+					+		+						+		+	+
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Special	**1**				+											+										+																			
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3.5.1. Matrix of providing programme learning outcomes with relevant compulsory components of the educational programme

Components / Programme 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
1			+		+			+		+										+		
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3.5.2.Matrix of providing programme learning outcomes with relevant elective components of the educational programme

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