

**3. Educational program profile**  
**inspeciality281 "Public Management and Administration"**  
**(specialization "Public Management and Administration")**

<b>1 – General information</b>	
<b>KNUTE and structural unit fullname</b>	Kyiv National University of Trade and Economics Faculty of Economics, Management and Psychology Public Management and Administration Department
<b>Higher educational level and the name of qualification in the original</b>	Master's degree in Higher Education specialty "Public Administration and Management" Specialization "Public Administration and Management"
<b>Official name of educational programme</b>	"Public Management and Administration Department"
<b>Diploma type and educational programme volume</b>	Master's diploma, single, 90 ECTS credits, 1 year 4 months
<b>Accreditation availability</b>	Ministry of Education and Science of Ukraine, Ukraine, 21/11/2017 – 01/07/2025
<b>Cycle/level</b>	NFQ of Ukraine – 8 <sup>th</sup> level, FQ-EHEA – second cycle, EQF-LLL – 7 <sup>th</sup> level
<b>Prerequisites</b>	Availability of Bachelor's degree, Specialist's degree or Master's degree (certificates)
<b>Teaching language (s)</b>	Ukrainian
<b>Program endurance</b>	01/07/2025
<b>Permanent E-mail address of the educational programme description</b>	<a href="https://www.knteu.kiev.ua">https://www.knteu.kiev.ua</a>
<b>2 – The aim of the educational programme</b>	
To provide the Master's students with professional competence required for conducting managerial activities in the sphere of public management and administration in order to raise national welfare and insure state economical safety as well as for doing independent research work and undertaking pedagogical activities.	
<b>3 – Characteristics of the educational programme</b>	
<b>Subject field (branch of</b>	Branch of knowledge 28 «Public management and administration» Specialty 281 «Public management and administration»

<b>knowledge, specialty, specialization)</b>	Specialization «Public management and administration» Disciplines which form main competencies – 73%, including: professionally-oriented disciplines – 50%; practical training – 23%. Selective disciplines – 27%, including professional disciplines - 27%
<b>Orientation of educational programme</b>	Academic and professional programme
<b>Main focus of educational programme and specialization</b>	Obtaining theory and mastering skills and techniques of public management and administration at the state power level, central and local executive bodies, as well as at the level of local self-government bodies, public and self-government organizations, enterprises and establishments. Key words: public management, public administration, public policy, tools of public policy realization, regional management, state power bodies, local self-government, public organizations
<b>Programme peculiarities</b>	Orientation on the requirements of human resources customers (the state power bodies, central and local executive bodies, local self-government bodies, public and self-government organizations, enterprises and establishments). Famous professionals in the area of public management and administration are involved in teaching process.
<b>4 – Ability of graduates to become employed and to receive further education</b>	
<b>Ability to become employed</b>	<ul style="list-style-type: none"> <li>– in state power bodies, central and local executive bodies;</li> <li>– in local self-government bodies;</li> <li>– in non-governmental civil society structures and public agencies;</li> <li>– at enterprises, establishments and organizations of different types of proprietorship with non-profit status;</li> <li>– in international organizations and their representative offices in Ukraine.</li> </ul>
<b>Further education</b>	Doctoral programs of the 3 <sup>rd</sup> cycle of education. Master programs of the 2 <sup>nd</sup> cycle of education for related directions of professional activities: law, marketing, accounting and audit, education etc.
<b>5 – Tuition and assessment</b>	
<b>Tuition</b>	Combination of lectures, practical lessons with solving situational problems, doing projects, research work.
<b>Assessment</b>	Written exams, practice, final diploma thesis
<b>6 – Programme competencies</b>	
<b>Integral competence</b>	Ability to resolve difficult tasks and problems in the sphere of Public management and administration which presupposes doing researches, innovations without definite conditions and requirements.
<b>General competencies (GC)</b>	<p><b>GC 1</b> ability to study, to master new knowledges, skills, techniques and to use them in practical situations</p> <p><b>GC 2</b> ability to organize and plan and rationally use time</p> <p><b>GC 3</b> ability to find, process, make data analysis from different sources and to estimate the possibilities of its usage</p> <p><b>GC 4</b> computer skills and skills of work results presentation</p> <p><b>GC 5</b> communicative skills, ability to work in team and independently</p> <p><b>GC 6</b> ability to act on the basis of ethical principles, consciously, as socially responsible person and to perform work meeting the requirements of labor pr</p>

	<p>tection</p> <p><b>GC 7</b> ability to think abstractly, to analyze, synthesize and find cause-and-effect relations</p> <p><b>GC 8</b> ability to define and to solve problems, to generate new ideas and original approaches to their solutions (creativity)</p>
<p><b>Professional competencies (PC)</b></p>	<p><b>PC 1</b> to be able to investigate, to evaluate effectiveness and work out directions of improving economical, social, humanitarian, state personnel, competition, regional, information, ecological policy of the country</p> <p><b>PC 2</b> to know tools of economic, social, humanitarian, state personnel, competition, regional, information, ecological state policy and be able to work out a system of measures concerning their efficient realization</p> <p><b>PC 3</b> to be able to do researches in the sphere of public management and administration, to present their results as well as to perform all types of teaching students at the Universities and another educational entities.</p> <p><b>PC 4</b> to know the order, sites and functions of rule-making activity of state power bodies and local self-determined bodies, rule-making activities, be able to prepare normative legal documents, analytical information, proposals, reports, presentations.</p> <p><b>PC 5</b> to be able to carry out strategic planning of national, branch, regional, local development and conceptualize its improvement in state power bodies, central and local bodies as well in self-determined bodies.</p> <p><b>PC 6</b> to be able to estimate critically the state and effectiveness of the public administration system, to define the problems and make proposals concerning reforming of this system.</p> <p><b>PC 7</b> to be able to provide managerial processes with analytical information and to use up-to-date information and communication technologies during development and implementation of public administration solutions.</p> <p><b>PC 8</b> to be able to organize and to develop measures concerning implementation of electronic administration in different spheres of public management and administration.</p> <p><b>PC 9</b> to be able to use knowledge and skills of conflictology and bargaining theory in professional activity.</p> <p><b>PC 10</b> to be able to make proposals concerning unleashing conflicts and successful negotiations of professionals in organizations and enterprises.</p> <p><b>PC 11</b> to be able to make analysis of political relations and processes, to make assessment and prognosis concerning worldwide and Ukrainian political processes, to use political knowledge in professional and social activity.</p> <p><b>PC 12</b> to be able to use theoretical and practical knowledge and skills in the sphere of public management and administration aimed at social and economic development in the country.</p> <p><b>PC 13</b> to be able to analyze economic phenomena and processes connected with economic institutions, reveal problems while analyzing particular situations and to propose ways of their solutions.</p> <p><b>PC 14</b> to be able to use macroeconomics methods in practice, analyzed directions of social, political and economic development of the country and its separate regions, to perform statistical modelling of macroeconomic indices.</p> <p><b>PC 15</b> to be able to use basic principles of the structure and components of the decision making support system and expert systems,</p>

	<p>be able to make managerial decisions on the basis of data obtained with the help of automated information data system.</p> <p><b>PC 16</b> to be able to evaluate critically the state of civil society development and to define directions of the development of state, business and society interactions.</p>
<b>7 – Education program outcomes</b>	
<b>Education program outcomes (EPO) phere</b>	<p><b>EPO 1.</b> to master approaches and techniques of researching macro-, meso- and microeconomic system.</p> <p><b>EPO 2.</b> to understand content and techniques of state management and local self-administration.</p> <p><b>EPO 3.</b> to be able to organize public authority and local self-governed authority using strategic planning principles, criteria of estimating effectiveness of their activities.</p> <p><b>EPO 4.</b> to have skills of public managerial activity in the area of raising national welfare, competitiveness and national safety.</p> <p><b>EPO 5.</b> skills of analysis, prognosing, planning, organizing, budgeting, management, coordination, reporting, monitoring of functioning an establishment/organization/enterprise.</p> <p><b>EPO 6.</b> to have skills of making examination, monitoring estimation of expected policy results of state, regional and local authorities.</p> <p><b>EPO 7.</b> ability to conduct discussions negotiation, to ensure communication and to adjust conflicts.</p> <p><b>EPO 8.</b> ability to use search systems of EU, Ukraine and worldwide with the aim to compound programming documents, management decisions in the sphere of European integration, analysis of compatibility of Ukrainian and EU legislation.</p> <p><b>EPO 9.</b> ability to expertize political and legal documents, programs, political texts and declarations using analysis of national policy content.</p> <p><b>EPO 10.</b> ability to work out and realize measures concerning implementation of innovative form and methods of state and local authorities administration on the basis of public managerial technologies and civil society development mechanisms.</p> <p><b>EPO 11.</b> to master modern technologies of public relations to solve the tasks of public administration.</p> <p><b>EPO 12.</b> ability to represent public administration bodies in mass media and different institution of civil society.</p> <p><b>EPO 13.</b> ability to make public management decisions concerning management modernization, using European approaches and Ukrainian experience.</p> <p><b>EPO 14.</b> to be able to evaluate effectiveness of economic and administrative management techniques according to the results of establishment/organization/enterprise activity.</p> <p><b>EPO 15.</b> to be able to define and analyze indicators of economic and social development at national, branch, regional, local levels and in appropriate economic structures.</p> <p><b>EPO 16.</b> to be able to use effective systems of motivation and remuneration for work, to maintain favorable socio-psychological staff climate.</p> <p><b>EPO 17.</b> to be able to analyze the state of political system in Ukraine with the aim to make manageri</p>

	aldecisionandtodeterminethewaysof actual political situation/problem solution. <b>EPO 18.</b> Tomasterteachingandmethodologicalskills.
<b>8 – Program Resources</b>	
<b>Research and educational personnel</b>	PhDs, professors, associate professors who have an experience in practical,scientificand pedagogic work are involved in teaching compulsory and selective disciplines.
<b>Material and technical resources</b>	Educational laboratories are equipped with modern demonstrative equipment; computer studies – with modern software versions. A library complex with electronic service of readers is functioning. Social and living conditions: 6 hostels, 10 coffee bars and 2 canteens, first-aid post, laundry and another consumer issues. Sports complex includes a football field with artificial covering, sportsgrounds for baseball, volleyball, tennis and different gyms.
<b>Information, educational and methodological resources</b>	Thereisaninformationabouteducationalprograms, educational, scientific, internationalandeducationalactivityonthe officialweb-siteofKNUTE. Besides the library (including electronic) fund of KNUTE, the applicants have access to scientific research base in print and electronic.
<b>9 – Academic mobility</b>	
<b>National credit mobility</b>	IsensuredonthebasisofbilateralagreementsbetweenKNUTEandUkrainianUniversities.
<b>International credit mobility</b>	IsensuredonthebasisofbilateralagreementsbetweenKNUTEandUniversitiesofforeignpartnerstates. IndividualacademicmobilityispossiblethroughstatepartnershipprogramsErasmus + anErasmusMundus.
<b>Education for foreigners</b>	Educationin KNUTE onthecontractbasisisavailableforforeigncitizenswhohavebachelor’sormaster’sdiploma.

## 2. Listoftheprogramcomponentsandtheir logical order

### 2.1.List of EP components

Discipline code	EPcomponents (disciplines, yearlyprojects, practicaltraining, qualificationexamination, graduate qualification work)	Number of credits	Type of final assessment
1	2	3	4
<b>Compulsory EP components</b>			
EQ 1.	State personnel policy	6	exam
EQ 2.	National economic policy	6	exam
EQ 3.	Stateprogramsandprojectsadministration	6	exam
EQ 4.	State information policy	7,5	exam
EQ 5.	National safety	7,5	exam
EQ 6.	Strategic management	6	exam
EQ 7.	Law making	6	exam
<b>Total amount of compulsory components</b>		<b>45</b>	
<b>Selective EP components</b>			

ББ 1.1.	State competition policy	6	exam
ББ 1.2.	Macroeconomic analysis	6	exam
ББ 1.3.	Teaching methodology at Universities	6	exam
ББ 2.1.	Methodology and organization of scientific research	6	exam
ББ 2.2.	Public communication	6	exam
ББ 2.3.	Regulating natural monopolies	6	exam
ББ 3.1.	State humanitarian policy	6	exam
ББ 3.2.	Information systems and technology in management	6	exam
ББ 3.3.	Conflictology and psychology in business communication	6	exam
ББ 4.1.	Local initiatives	6	exam
ББ 4.2.	Political institutions and processes	6	exam
ББ 4.3.	State regional policy	6	exam
<b>Total amount of selective components</b>		<b>24</b>	
<b>Practical training</b>			
Field practice (pregraduation practice)		<b>9</b>	
<b>Certification</b>			
Preparation and defense of graduate qualification diploma		<b>12</b>	
<b>TOTAL AMOUNT OF THE PROGRAM</b>		<b>90</b>	