

**Kyiv National University of Trade and Economics
Faculty of Restaurant, Hotel and Tourism Business**

**Information Package
European Credit Transfer and Accumulation System (ECTS)**

Sphere of knowledge	07 “Management and Administration”
Specialty	073 “Management”
Specialization	“Hotel and Restaurant Management”
Education level	Bachelor

3. Educational Program.

Program team manager (program guarantor) –

Okhrimenko A.H., associate professor, Candidate of Sciences (Economics), associate professor at the Department of Hotel and Restaurant Business.

1 – General information	
Full name of IHE and structural unit	Kyiv National University of Trade and Economics Faculty of Restaurant, Hotel and Tourism Business Department of Hotel and Restaurant Business
Level of higher education and qualification name in the original language	Level of higher education «Bachelor» Specialty «Management» Specialization «Hotel and Restaurant Management»
Educational program official name	«Hotel and Restaurant Management»
Diploma type and volume of the program	Bachelor Diploma single, 240 ECTS credits, training period 3 years 10 months
Accreditation	Ministry of Education and Science of Ukraine, Ukraine, valid to 01.07.2024 p.
Cycle\Level	NQF of Ukraine – 7 level, FQ-EHEA – the first cycle, EQF-LLL – 6 level
Preconditions	Comprehensive General Secondary Education/ Junior Specialist Degree
Languages of instruction	Ukrainian
Duration period	Valid up to 01.07.2024
Internet address for permanent placement of the program description	https:knteu.kiev.ua
2 – Educational program aim	
To prepare competitive, socially-mobile, highly qualified professionals, who are able to identify and solve complex specialized tasks and practical problems in the sphere of organizations' management on the base of acquiring the competence system and taking into account the peculiarity of the service industry entities' functioning.	

3 - Educational program characteristics	
Subject area (sphere of knowledge, speciality, and specialization)	<p>Sphere of knowledge 07 Management and administration, specialty 073 «Management», specialization «Hotel and Restaurant Management»</p> <p>The Volume of compulsory components of EP is 75,0%. The volume of general training cycle is 42,5%. The volume of professional training cycle is 57,5% of the EP total volume</p>
Educational program orientation	Educational-Professional Academic Program
Main focus of the educational program and specialization	<p>To focus on the realization of educational trajectory with applied trend. Special education and professional preparation are aimed at training specialists to solve professional tasks in the sphere of the hotel and restaurant business entities' management activities.</p> <p>Key words: management, psychology, public administration and local self-government, economics, marketing, hotel business, restaurant business, foreign economic activity, equipment, information systems and technologies.</p>
Features of the program	<p>Interdisciplinary and multilateral preparation of experts on the organizations' and their divisions' management. To involve foreign scientists and practicing workers of hotel and restaurant business into the training process. To have an industrial placement and internship abroad annually and receive appropriate certificates. Interactive exit practical lessons. To acquire practical skills in applying informational technologies to the hotel and restaurant business management. To acquire practical skills in simulating the operational and financial-economic activity at the business-training centres on the base of a hotel and restaurant business virtual enterprise.</p>
4 – Graduate employability and further learning	
Employability	<p>Specialist of the first level to manage structural departments, operational systems and processes in organizations.</p> <p>12 Enterprises, institutions and organizations managers.</p> <p>1225 Production departments' managers at the restaurant business establishments, hotels and other placement units.</p> <p>13 Managers of small-scale enterprises without</p>

	<p>managerial personnel.</p> <p>1315 Managers of small-scale enterprises-hotels and restaurant business establishments without managerial personnel.</p> <p>14 Managers (administrators) of enterprises, establishments, organizations and their units.</p> <p>1448.1. Managers (administrators) of tourist agencies and travel agencies.</p> <p>1455 Managers (administrators) at hotels and other placement units.</p> <p>1455.1 Managers (administrators) at hotel business</p> <p>1456 Managers (administrators) of food safety systems</p> <p>1456.1 Managers (administrators) at restaurants</p> <p>1456.2 Managers (administrators) at cafes, bars, canteens</p> <p>1456.3 Managers (administrators) at enterprises which cook and supply ready-made meal</p> <p>1475 Managers (consultants on commercial activity issues):</p> <p>1475.4. Managers (administrators) on commercial activity and administration issues</p> <p>1475.4 Managers (administrators) on administrative activity;</p> <p>1475.4 Managers (administrators) on logistics;</p> <p>1475.4 Managers (administrators) on supply;</p> <p>1475.4 Managers (administrators) on distribution;</p> <p>1475.4 Managers (administrators) on public relations;</p> <p>1475.4 Managers (administrators) on foreign economic activity;</p> <p>1477.1 Managers (administrators) on personnel;</p> <p>1477 Managers (administrators) on staff recruiting, securing and employing.</p> <p>1491 Managers (administrators) at housing and communal services</p> <p>2412.2 Specialists in the sphere of work and employment</p> <p>2419.2 Specialists in the field of marketing, entrepreneurship effectiveness and manufacture rationalization</p> <p>3431 Secretary of administrative authorities</p> <p><i>To receive certificates according to the results of completing the industrial placement</i></p>
Further learning	<p>The possibility to study by the programme of the second cycle of FQ-EHEA, 7 level of EQF-LLL and 8 level of NQF of Ukraine</p>

5 – Training and assessment	
Teaching and learning	Student-centered education, self-education, problem-oriented education. Lectures, practical lessons, independent work with textbooks, teaching books and lectures summaries, education via professional internship, tutorials, preparation for qualification exam
Assessment	Written exams, industrial placement; essays, presentations, scientific presentations, current control, qualification exam etc.
6 – Program competence	
Integral competence(IC)	The ability to solve complex specialized tasks and practical problems in the sphere of management or during the education process that implies to use managerial theories and methods, as well as it is characterized by complexity and ambiguity of conditions in the field of the hotel and restaurant business.
General competence(GC)	GC 1. The ability to initiative, responsibility and skills to safe activity in accordance with the future work profile, industrial standards and rules, also the necessary level of personal and collective level of security in case of force-majeure. GC 2. The ability to abstract thinking, analysis, synthesis and interrelation determination among social-economic events and processes, as well as to the conceptual and basic knowledge employment, the subject field and managerial profession understanding. GC 3.The ability to communicate orally and in writing for specific purpose using national and foreign languages. GC 4. The skills to employ informational-communicative technologies to search, process, analyse and use information from different sources. GC 5. The ability to work in a team and establish interpersonal interaction while solving professional problems. GC 6. The ability to study and acquire state-of-the-art knowledge. GC 7. The ability to adaptation, creativity, generating new ideas and activities in a new situation.

	<p>GC 8. The ability to appreciate and respect the diversity and multicultural peculiarities, the ability to work within the international environment.</p> <p>GC 9. The ability to act on the base of ethical standards, socially, consciously, responsibly.</p>
<p>Professional competence(PC)</p>	<p>PC 1 The ability to determine and describe the hotel and restaurant business entities characteristics.</p> <p>PC 2 The ability to analyse the hotel and restaurant business entities results, compare them with the influential factors of internal and external environment, define the organization development prospects.</p> <p>PC 3 The ability to define functional spheres of hotel and restaurant business entities and the relations between them.</p> <p>PC 4 The ability to manage a hotel and restaurant business entity and its divisions through the management functions fulfilment.</p> <p>PC 5 The ability to choose and use management modern techniques.</p> <p>PC 6 The ability to plan and manage time.</p> <p>PC 7 The ability to assess and guarantee the quality of the work done.</p> <p>PC 8. The ability to create and organize effective communication in managerial process.</p> <p>PC 9. The ability to analyse and structure the hotel and restaurant business entities' problems, develop the substantiated decisions.</p> <p>PC 10. The ability to develop and demonstrate leader's traits and behavioural patterns.</p> <p>PC 11. To understand the law principles and implement them into professional activities</p> <p>PC 12. To understand the psychology principles and implement them into professional activities.</p> <p>PC 13. The ability to perform the management functions decomposition in specific functional spheres of a hotel and restaurant business entity.</p> <p>PC 14. The ability to analyse the external environment of a hotel and restaurant business entity, discover the tendencies of its changes and use the managerial techniques of influence on its particular components.</p> <p>PC 15. The ability to choose and employ software to solve applied problems in functional spheres.</p> <p>PC 16 The ability to perform the organizational work projection.</p>

	<p>PC 17 The ability to implement information technologies to manage the hotel and restaurant business entities</p> <p>PC 18 The ability to find and assess new market opportunities, define a business-idea and design a business-plan of the hotel and restaurant business entities' development.</p>
7 – Program learning outcomes (PLO)	
Knowledge and comprehension	<p>PLO 1 Knowledge and understanding of macro-, meta-, microeconomic environment influence estimation on the hotel and restaurant business entities' functioning;</p> <p>PLO 2 Knowledge and comprehension of economic fundamentals for an organization functioning aimed at making decisions, planning and monitoring its activities in hotel and restaurant business.</p> <p>PLO 3 Knowledge and comprehension of initial information collecting and processing, the hotel and restaurant business development general tendencies identification.</p> <p>PLO 4 Knowledge of theories, methods and functions of management, contemporary leadership concepts.</p> <p>PLO 5 Knowledge and comprehension of legal support of functioning in the sphere of the hotel and restaurant business;</p> <p>PLO 6 Knowledge and comprehension of the financial-economic enterprise's state estimation process;</p> <p>PLO 7 The ability to employ a foreign language to ensure the effective professional activity;</p> <p>PLO 8 The ability to organize the personnel work according to the current normative documents;</p> <p>PLO 9 The ability to guarantee work security according to the safety standards;</p> <p>PLO 10 The ability to work out business-plans of creation and development for new organizations, guidelines for action, production (goods, services);</p> <p>PLO 11 The ability to carry out marketing investigation to design and distribute marketing policy, the marketing activity organization and control, conduct advertising</p>

campaigns, presentations including the work at specialized exhibitions;

PLO 12 The ability to organize and monitor the manufacturing and operational programs, organize production processes material and technical support;

PLO 13 The ability to coordinate and regulate relationship with target audience;

PLO 14 To show the skills to reason the effective methods to motivate the staff;

PLO 15 Comprehension of psychological patterns of relationship with consumers;

PLO 16 The ability to identify the causes of stress, adapt yourself and team members to a stressful situation, find methods to remove it.

PLO 17 The ability to use automated executive system in the work of the hotel and restaurant business enterprises (establishments).

PLO 18 The ability to monitor the work with the claims of counteragents on business deals and that of consumers, draw up appropriate documents, organize work to solve problem situations.

PLO 19 The ability to create and develop corporate culture, implement an organization integration processes and form integration structures.

PLO 20. The ability to communicate, including oral and written communication in Ukrainian and the two foreign languages;

PLO 21. The ability to use different methods, particularly informational technologies, for effective communication at professional and social levels;

PLO 22. The ability to adapt to new situations and make decisions;

PLO 23. The ability to be aware of the necessity to study within the lifespan in order to extend acquired knowledge and gain new professional knowledge.

PLO 24. The ability to perform work duties with all diligence and reach assigned goals in compliance with professional ethics requirements;

PLO 25. The ability to demonstrate the understanding of essential principles of life security.

8 – Resource support for program implementation

Staff support	99% of faculty enabled to teach professional-oriented disciplines, have their academic credentials in accordance
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	with their specialties. The foreign experts from professional environment of the hotel and restaurant business are invited to give problem lectures.
Material and technical support	<p>Computer room on hotel business</p> <p>Computer room on tourism organization</p> <p>Computer room on projecting</p> <p>Laboratory on technology of food products</p> <p>Laboratory on organization of service in restaurant business</p> <p>Laboratory on bar business and enology</p> <p>Laboratory of automated projection systems</p> <p>Laboratory of integration systems to control business-processes</p> <p>Laboratory of thermal and refrigeration equipment</p>
Information and educational-methodical support	To employ the virtual educational environment of KNUTE, software: innovative system to manage a hotel Fidelio V8; program complex “Parus-Restaurant”; system Iiko to automatize the work of restaurants or a chain of restaurants; global booking system Amadeus. Author’s elaboration of faculty.
9 – Academic mobility	
National credit mobility	On a general base within Ukraine. Short-term education of students according to the course specified beforehand at other higher education establishments
International credit mobility	Within the EU program Erasmus+ on the basis of mutual agreements between KNUTE and higher education establishments of partner-countries.
Training of overseas students	Education of foreigners is possible

2. List of educational program components and their logic sequence

2.1. List of components of EP

Code	Components of educational program (academic disciplines, term projects (papers), placement, qualification exam, final qualification work)	Amount of credits	Forms of final control
1	2	3	4
Compulsory components of EP			
CC 1.	Foreign language for specific purposes	18	E/w
CC 2.	Jurisprudence	6	E/w
CC 3.	Psychology	6	E/w
CC 4.	Life safety	6	E/w
CC 5.	Economic Cybernetics	6	E/w
CC 6.	Statistics	6	E/w
CC 7.	Economic theory (micro- and macroeconomics)	6	E/w
CC 8.	Philosophy	6	E/w
CC 9.	Finance, money and credit	6	E/w
CC 10.	Public administration and local self-government	6	E/w
CC 11.	Hotel business	12	E/w
CC 12.	Restaurant business	12	E/w
CC 13.	Equipment facilities of hospitality and restaurant business	6	E/w
CC 14.	Enterprise Foreign Economic Activity	6	E/w
CC 15.	Organization of tourism	12	E/w
CC 16.	Foreign language of specialty	6	E/w
CC 17.	Marketing	6	E/w
CC 18.	Economy of hotel and restaurants	9	E/w
CC 19.	Accounting	6	E/w
CC 20.	Modelling of an enterprise financial-economic activity	6	E/w
CC 21.	Management of hotels and restaurants	6	E/w
CC 21.1	Test on management of restaurants and hotels		
	Physical education		
Total amount of compulsory components:		180	
Optional components of EP			
OP 1.1	History of Ukraine	6	E/w
OP 1.2	Cultural heritage of Ukraine	6	E/w
OP 1.3	National interests in the world geopolitics and geo-economics	6	E/w
OP 1.4	The Ukrainian language for specific purposes	6	E/w

Table End

1	2	3	4
OP 2.1	Economic Law	6	E/w
OP 2.2	Labour law	6	E/w
OP 3.1	Second foreign language*	6	E/w
OP 4.1	Confectionary and baking art	6	E/w
OP 4.2	Enology	6	E/w
OP 5.1	Politology	6	E/w
OP 5.2	Sociology	6	E/w
OP 6.1	Information systems and technologies in hotel and restaurant business	6	E/w
OP 6.2	Information systems and technologies in tourism	6	E/w
OP 7.1	Security of information systems and networks	6	E/w
OP 7.2	Design	6	E/w
OP 8.1	E-trade	6	E/w
OP 8.2	Engineering and computer graphics	6	E/w
OP 9.1	Internet-technologies in business	6	E/w
OP 9.2	Web-design and Web-programming	6	E/w
OP 10.1	Inventive management	6	E/w
OP 10.2	Communicative management	6	E/w
OP 10.3	Management of services distribution	6	E/w
Total volume of optional components:		60	
Practical training			
CC 22.	Industrial placement 1	6	
CC 23.	Industrial placement 2	6	
CC 24.	Industrial placement 3	6	
Attestation			
CC 25.	Preparation for qualification exam and attestation	3	
TOTAL VOLUME OF EDUCATIONAL PROGRAM		240	

2.2. Structural-Logic Scheme of EP

The short description of logic sequence to learn the components of educational programme (given in a graph).

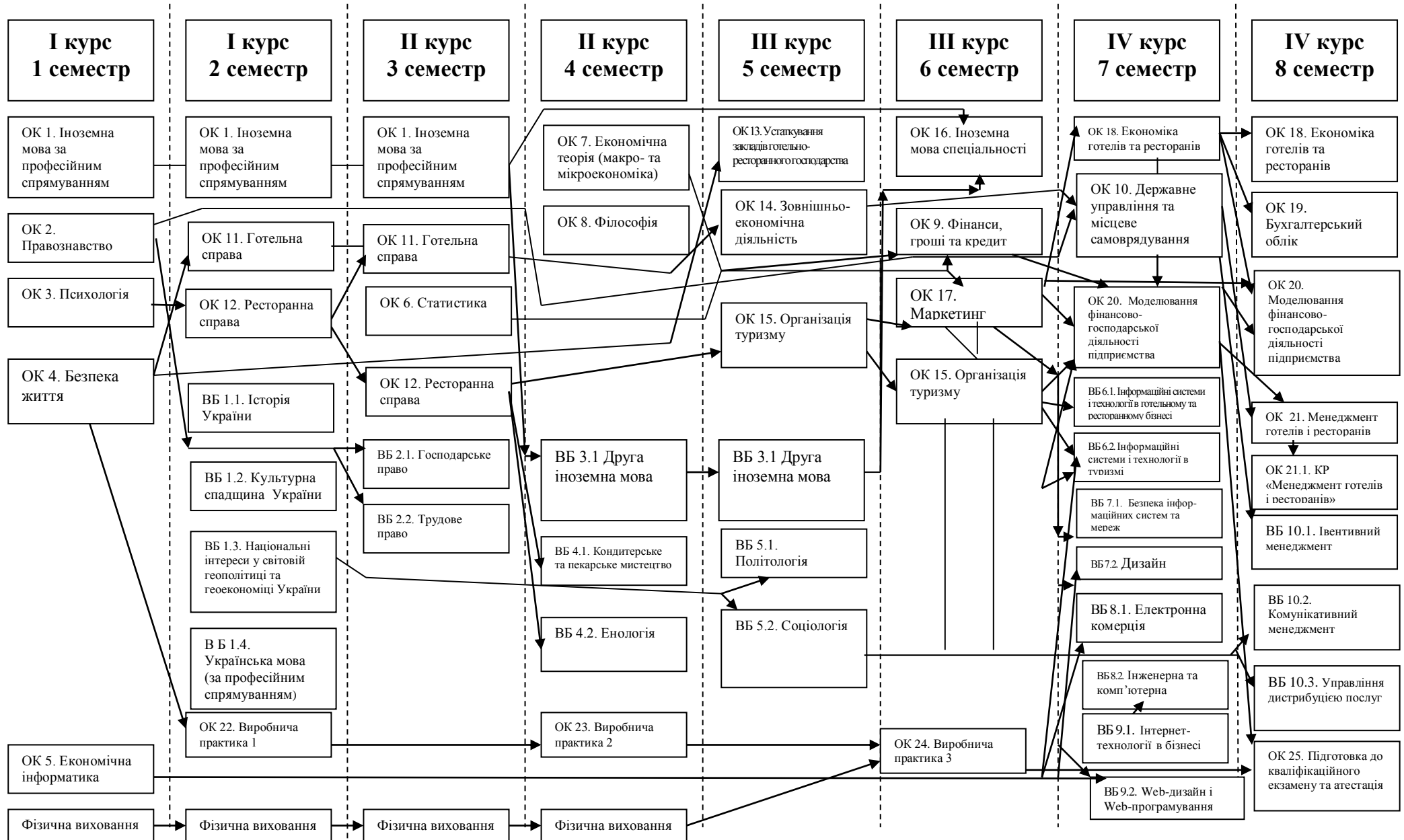
3. Attestation form of candidates for obtaining the bachelor's degree

There should be given the information about types (forms) of final attestation and documents which a graduate receives on the base of passing it successfully.

Attestation of the graduates of educational programme of Specialty 073 "Management" is conducted in the form of a qualification exam and finished by giving out the document of a standard form about conferment of a Bachelor degree with awarding the qualification: higher educational level "Bachelor" specialty "Management" specialization "Hotel and Restaurant Management".

Attestation is open and public.

Structural-Logical Scheme of EP



4. Matrix of correspondence of program competence to EP components

	CC1.	CC2.	CC3.	CC4.	CC5.	CC6.	CC7.	CC8.	CC9.	CC10.	CC11.	CC12.	CC13.	CC14.	CC15.	CC16.	CC17.	CC18.	CC19.	CC20.	CC21.	CC22.	CC23.	CC24.	CC25.	OP 1.1.	OP 1.2.	OP 1.3.	OP 1.4.	OP 2.1.	OP 2.2.	OP 3.1.	OP 4.1.	OP 4.2.	OP 5.1.	OP 6.1.	OP 6.2.	OP 7.1.	OP 7.2.	OP 8.1.	OP 8.2.	OP 9.1.	OP 9.2.	OP 10.1.	OP 10.2.	OP 10.3.									
GC 1								
GC 2				
GC 3				
GC 4											
GC 5									
GC 6									
GC 7			
GC 8			
GC 9			
PC 1			
PC 2		
PC 3		
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PC 10	
PC 11	
PC 12					
PC 13		
PC 14	
PC 15			
PC 16					
PC 17	
PC 18	

