

3.

Educational program

Warranter of the educational program - Assoc. prof. O.S. Tverdokhlib

1. Profile of the educational program in specialty 281 "Public Administration and Management" (specialization "Public Administration and Management")

1 – general information	
Full name of the OBI and the structural subdivision	Kyiv National University of Trade and Economics Faculty of Economics, Management and Psychology Department of Public Administration and Management
Higher education level and the name of the qualification in the original language	Bachelor's degree in Higher Education specialty "Public Administration and Management" Specialization "Public Administration and Management"
The official name of the educational program	"Public Administration and Management"
Type of diploma and volume of educational program	Bachelor's degree, unitary, 240 ECTS credits, term of training 3 years 10 months
Availability of accreditation	Ministry of Education and Science of Ukraine, Ukraine 21/11/2017 - 01/07/2024
Cycle / Level	NRC of Ukraine - 7th level, FQ-EHEA - first cycle, EQF-LLL - 6th level
Prerequisites	- complete secondary education; - the conditions for admission to study under the Program are governed by the Rules of admission to KNUTE
Language (s) of teaching	Ukrainian
The duration of the educational program	01/07/2024

Internet address of the permanent description of the educational program	https://knute.edu.ua/
2 – Мета освітньої програми	
<p>The training of highly qualified, responsible personnel for public administration able to develop, analyze and implement state policy, creatively, efficiently and effectively perform administrative functions and provide administrative services, promote innovative processes in society in order to establish social justice, democracy, human rights and freedoms, sustainable development based on world and European standards.</p>	
3 - Characteristics of the educational program	
Subject area (branch of knowledge, specialty, specialization)	<p>Branch of Knowledge 28 "Public Administration and Management" Specialty 281 "Public Administration and Management" Specialization "Public Administration and Management" The volume of obligatory components of OP is 66,25%. The volume of the general training cycle is 32.5% and the cycle of vocational training - 58.75% of the total volume of OP.</p>
Orientation of the educational program	<p>Educational-professional. Scientific orientation to in-depth study of the system of state administration and local self-government, functions and tasks of the formation and implementation of state policy in various spheres of public life, mechanisms of public participation in the adoption of effective management decisions. Professional accents on the requirements of customers of specialists in the person of state authorities, local self-government, state and private enterprises.</p>

<p>The main focus of the educational program and specialization</p>	<p>General education in the field of public administration and local self-government with the direction of international integration and integration of the higher education system of Ukraine into the European Higher Education Area.</p> <p>Key words: public administration, public management, public policy, mechanisms of realization of public policy, regional administration, bodies of state power, local self-government, public organizations</p>
<p>Features of the program</p>	<p>In-depth study of mechanisms for the implementation of managerial functions, state strategies, programs of regional and local development.</p> <p>Focusing on the demands of the customers of specialists represented by bodies of state power, local self-government, state and private enterprises, public associations. Involvement of well-known specialists in the field of public administration and administration in the educational process.</p>
<p>4 - Eligibility of graduates for employment and further education</p>	
<p>Suitability for employment</p>	<p>Jobs in the system of state authorities, local self-government, civil society institutions, public associations, public and private enterprises. Civil service in executive bodies and service in local self-government bodies.</p>
<p>Further training</p>	<p>Ability to study programs: NRC Ukraine - 8th level, FQ-EHEA - second cycle, EQF-LLL - 7 level</p>
<p>5 - Teaching and evaluation</p>	
<p>Teaching and learning</p>	<p>Combining problem-based learning and self-learning with the use of information-computer, collective and integrative learning technologies.</p>
<p>Evaluation</p>	<p>Written exams, term papers, essays, presentations, digests, situational assignments, business games, modular control works, practice, graduation work.</p>
<p>6 - Program competencies</p>	

<p>Integral competence</p>	<p>Ability to solve complex problem tasks and offer practical measures in the field of public administration and administration, which involves the application of scientific theories and various methods.</p>
<p>General Competence (GC)</p>	<p>GC1. Ability to learn and master modern knowledge.</p> <p>GC2. The ability to exercise their rights and responsibilities as a member of society, to realize the values of a civil (free democratic) society and the need for its sustainable development, the rule of law, human and civil rights and freedoms in Ukraine.</p> <p>GC3. Ability to preserve and increase the moral, cultural, scientific values and achievements of society on the basis of understanding of 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, technology and technology, use different types and forms of motor activity for active rest and healthy lifestyle.</p> <p>GC4. Ability to be critical and self-critical.</p> <p>GC5. Ability to adapt and act in a new situation.</p> <p>GC6. Ability to work in a team.</p> <p>GC7. Ability to plan and manage time.</p> <p>GC8. Ability to identify, put and solve problems.</p> <p>GC9. Ability to search, process and analyze information from various sources.</p> <p>GC10. Ability to communicate in the state language both verbally and in writing</p> <p>GC11 Ability to communicate in a foreign language.</p> <p>GC12 Interpersonal skills.</p> <p>GC13. Ability to communicate with representatives of other professional groups of different levels (with experts from other fields of knowledge / activities).</p>

Professional competence of the specialty (PC)

- FC1. Ability to perform analysis, evaluate effectiveness and develop vectors for improving public policy in different priority areas.**
- FC2 Knowledge of state policy instruments on different priority areas and the ability to develop a system of measures for their effective implementation.**
- FC3. Ability to conduct scientific research in the field of public administration and administration, present their results, as well as perform all types of pedagogical work in educational institutions and other subjects of educational activity**
- FC4. Knowledge of the order, features and functions of normative activity of state authorities and local self-government, norm-making techniques, ability to independently prepare normative-legal acts, analytical certificates, proposals, reports**
- FC5 Ability to provide strategic planning of national, sectoral, regional, local development and to develop proposals for its improvement in state authorities, central and local executive authorities, local self-government bodies**
- FC6. The ability to critically evaluate the state and efficiency of the public administration system, identify problems and prepare proposals for its reform**
- FC7 Ability to carry out informational and analytical support of management processes and to use in the preparation and implementation of public management solutions, modern information and communication technologies**
- FC8 Ability to organize and develop measures for the introduction of **electronic** Governance in various areas of public administration and administration**
- FC9. Ability to use knowledge, skills and competences from the fields of conflict science and negotiation theory in professional activities.**
- FC10 Ability to formulate proposals for resolving conflicts and successfully negotiating professional activities of specialists in an institution, organization, and enterprise**
- FC11 Ability to analyze and evaluate political relations and processes, to develop forecasts for global and Ukrainian political processes, apply political knowledge in professional and social activities**

ФК11. Вміння здійснювати аналіз і оцінку політичних відносин і процесів, розробляти прогнози щодо загальносвітових та українських політичних процесів, застосовувати політичні знання у професійній та громадській діяльності

ФК12. Здатність використовувати знання, уміння й навички в галузі теорії й практики публічного управління та адміністрування, спрямованих на здійснення соціально-економічних перетворень в країні.

ФК13. Вміння аналізувати явища та процеси в економіці у взаємозв'язку з економічними інститутами, виявляти проблеми інституційного характеру при аналізі конкретних ситуацій і пропонувати шляхи їх розв'язання.

ФК14. Вміння застосовувати методи макроекономічного аналізу у практичній діяльності, аналізувати напрями суспільно-політичного і соціально-економічного розвитку країни та окремих її територій, здійснювати статистичне моделювання макроекономічних показників.

ФК15. Вміння застосовувати базові принципи побудови та компоненти систем підтримки прийняття рішень, експертних систем, приймати управлінські рішення на підставі інформації, отриманої за допомогою автоматизованих інформаційних систем.

ФК16. Вміння критично оцінювати стан розвитку громадянського суспільства та визначати напрями розвитку взаємодії держави, бізнесу та громадськості.

7 – Program learning outcomes

PLO1. professional communication in Ukrainian business.

PLO2. Knowing of a foreign language.

PLO3. To know the theoretical and applied principles of state administration and local self-government.

PLO4 Know and use technologies for developing, adopting and implementing managerial decisions.

PLO5 Know the main provisions of the civil service and service in local self-government bodies.

PLO6 Know the approaches to managing public and local finances.

	<p>PLO7. Be able to identify and analyze indicators and criteria of effectiveness and efficiency in public administration and local government.</p> <p>PLO8 Be able to apply the methodology and tools of governance in executive bodies at levels of government and local self-government.</p> <p>PLO9 Be able to analyze regulatory and administrative acts regulating the sphere of public administration and local self-government.</p> <p>PLO10. Be able to apply modern models of public administration and local government, as well as international experience in making managerial decisions.</p> <p>PLO11. Be able to apply standard methods for analyzing the calculations and trends in the development of spheres of public life.</p> <p>PLO12. Be able to critically understand the problems and solve problems in the field of public administration and local self-government.</p> <p>PLO13 Be able to use modern information technologies, resources and databases.</p> <p>PLO14. Be able to provide the appropriate level of quality management services.</p> <p>PLO15. Be able to use statistical reporting data in professional activities.</p> <p>PLO16 Obtain skills in monitoring and evaluating projects, programs, policies.</p>
8 – Resource support for the implementation of the program	
Personnel support	<p>Doctors of sciences, professors, candidates of sciences, associate professors, who have experience in practical, scientific and pedagogical work, participate in the teaching of compulsory and optional parts of the content of teaching.</p>

Material and technical support	educational buildings; hostels; thematic cabinets; specialized laboratories; computer classes; food items; wireless Internet access points; multimedia equipment; sports hall, sports grounds
Information and educational and methodological support	KNTU official website: https://knute.edu.ua/ ; wireless Internet access points; unlimited internet access; scientific library, reading rooms; Virtual Learning Environment Moodle; corporate mail; training and work plans; learning curriculum; educational and methodological complexes of disciplines; training and work programs of disciplines; didactic materials for independent and individual work of students from disciplines; practice programs; guidance on the implementation of coursework projects (works), final qualifying works; criteria for assessing the level of training; packages of complex control works.
9 – Academic mobility	
National Credit Mobility	Provided on the basis of bilateral agreements between KNTUU and Ukrainian universities.
International Credit Mobility	ERASMUS+, ERASMUS MUNDUS, JEAN MONNET etc. Project of International Credit Mobility with the University of Central Lancashire (Preston, UK), Jean Monnet Program. The project "Deep and Comprehensive Free Trade Area with the European Union".
Teaching foreign applicants for higher education	Foreign students are accepted for training on contract terms

2. The list of components of the educational program and their logical consistency

2.1. List of components of EP

Code e/d	Components of the educational program (study disciplines, course projects (work), practices, qualifying exam graduation work)	Amount of credits	Form subset control
1	2	3	4
Compulsory components of OP			
CC 1.	Foreign language in professional direction	36	exam
CC 2.	Office computer technology	6	exam
CC 3.	Theory of state and law	6	exam
CC 4.	Philosophy	6	exam
CC 5.	Safety of life	6	exam
CC 6.	Higher and Applied Mathematics	6	exam
CC 7.	Economic theory	6	exam
CC 8.	Administrative Law	6	exam
CC 9.	State statistics	6	exam
CC 10.	State regulation of Economy	6	exam
CC 11.	Ukraine economy	6	exam
CC 12.	Economics and finance of the enterprise	6	exam
CC 13.	Public administration and local government	6	exam

CC 13.1	State Administration and Local Self-Government Test		
CC 14.	Administrative services	6	exam
CC 15.	Public administration and management	9	exam
CC 15.1	Test from public administration and management		
CC 16.	Electronic Governance	9	exam
CC 17.	Public Service	6	exam
OCC18.	Public finances	6	exam
CC 19.	Project analysis	6	exam
CC 20.	State consulting	9	exam
	Physical Training		credit
Total volume of mandatory components:		159	
Selective components of EP			
SC 1.1.	Aesthetics	6	exam
SC 1.2.	History of Economics and Economic Thought	6	exam
SC 1.3.	History of Ukraine	6	exam
SC 1.4.	History of Ukrainian Culture	6	exam
SC 1.5.	Cultural heritage of Ukraine	6	exam
SC 1.6.	National interests in world geopolitics and geo-economics	6	exam
SC 1.7.	Public speaking	6	exame

SC1.8.	Religious studies	6	exam
SC 1.9.	World culture	6	exam
SC 1.10.	Ukrainian language (for prof. Direction.)	6	exam
SC 2.1.	Economic and mathematical modeling	6	exam
SC 2.2.	Mathematical methods of optimization	6	exam
SC 2.3.	Financial Mathematics	6	exam
SC 3.1.	Diplomatic and business protocol and etiquette	6	exam
SC 3.2.	Business ethics	6	exam
SC 3.3.	Logic	6	exam
sc 3.4.	Political psychology	6	exam
SC 3.5.	Політологія	6	exam
SC 3.6.	Social Leadership	6	exam
SC 3.7.	Sociology	6	exam
SC 3.8.	Administrative justice	6	exam
SC 4.1.	Budget Law	6	exam
SC 4.2.	A constitutional right	6	exam
SC 4.3.	Municipal law	6	exam
SC 4.4.	Social Leadership	6	exam
SC 4.5.	The right to social security	6	Exam
SC 5.1.	European integration	6	exam
SC 5.2.	Ukraine's foreign policy	6	exam

SC 5.3.	Macroeconomic policy	6	exam
SC 5.4.	International trade	6	exam
SC 5.5.	International Economic Relations	6	exam
SC 5.6.	International organizations	6	exam
SC 6.1.	Administrative management	6	exam
SC 6.2.	Analysis of state policy	6	exam
SC 6.3.	Industry relations with the public	6	exam
SC 7.1.	Business negotiations	6	exam
SC 7.2.	Research and regulation of the consumer market	6	exam
SC 7.3.	Management	6	exam
SC 7.4.	Selfmanagement	6	exam
SC 7.5.	Strategic management	6	exam
SC 8.1.	Audit of budget programs	6	exam
SC 8.2.	Accounting in the public sector	6	exam
SC 8.3.	Budget system	6	exam
SC 8.4.	Budget Planning and Forecasting	6	exam
SC 9.1.	Public financial audit	6	exam
SC 9.2.	Control over the management of state-owned objects	6	exam
SC 9.3.	The tax system	6	exam

SC 9.4.	Public Procurement Management	6	exam
SC 10.1.	Business Planning	6	exam
SC 10.2.	Economics and organization of innovation activity	6	exam
SC 10.3.	Command formation (Teambuilding)	6	exam
SC 10.4.	Monitoring and evaluation of state policy	6	exam
SC 10.5.	Manage changes	6	exam
Total amount of sample components:		60	
Practical training			
Internship 1		6	
Internship 2		6	
Total volume of practical training		12	
Attestation			
Preparation of qualifying work, preparation for attestation and protection		9	
GENERAL SUMMARY OF THE EDUCATIONAL PROGRAM		240	