

3. Educational Program

Project team manager
(program guarantor)

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3.1. The Profile of the Educational Program “Municipal Management” in specialty D3 “Management”

1 – General information	
Full name of IHE and structural unit	State University of Trade and Economics, Faculty of Economics, Management and Psychology Department of Public Administration
Level of higher education and qualification name in the original language	<i>The second level of higher education (“Master”) Specialty qualification – master of management</i>
Field of knowledge	<i>D “Business, Administration and Law”</i>
Specialty	<i>D3 “Management”</i>
Educational program official name	“Municipal Management”
The restrictions on forms of study	Without restrictions
Compliance with the standard of higher education of Ministry of Education and Science of Ukraine	It corresponds to the standard of higher education of Ministry of Education and Science of Ukraine (order No. 959 of July 10, 2019)
Diploma type and volume of the educational program	Master diploma, single. Volume of the educational program – 90 ECTS credits. The normative term of training 1 year and 4 months
Accreditation	Certificate of Accreditation УД 11015998, for the period of validity until 01.07.2027, The Ministry of Education and Science of Ukraine, Ukraine
Cycle, level of higher education	HPK Ukraine – 7 level, FQ-EHEA – the second cycle, EQFLLL –7 level
Preconditions for admission to the educational program	Bachelor's degree (NQF level 6) or higher level

Language (languages) of instruction	Ukrainian
The Educational Program validity period	Until the approval of the new edition of the educational and professional program
Internet address for permanent placement of the educational program description	https://knute.edu.ua
2 – Educational program aim	
Training of qualified professionals in the field of municipal management, able to comprehensively solve complex specialized tasks and practical problems in professional activity, who are able to apply methods, technologies, tools for solving management tasks and modern development problems, making management decisions aimed at effective functioning of municipal entities in conditions of digitalization.	
3 – Educational program characteristics	
Subject area	
<p>Object of study: management of organizations and their subdivisions.</p> <p>Learning goals: training specialists capable of identifying and solving complex tasks and problems in the field of management or in the training process, which involve conducting research and/or implementing innovations and are characterized by uncertainty of conditions and requirements.</p> <p>The theoretical content of the subject area:</p> <ul style="list-style-type: none"> - 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 management solutions in management. <p>Methods, techniques and technologies:</p> <ul style="list-style-type: none"> - general scientific and special research (calculation-analytical, economic-statistical, economic-mathematical, expert assessment, factual, sociological, documentary, balance sheet, 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 modelling, decision tree, etc.).

Tools and equipment: modern information and communication equipment, information systems and software products used in management.

Educational program orientation

Educational and professional, applied, research

Main focus of the educational program

Special education in the field of knowledge "Business, Administration and Law" in the specialty "Management" with in-depth study of the theoretical and methodological principles of municipal management;

development and implementation of the "smart communities" strategy;

alternative approaches to resolving disputes in local self-government;

formation and implementation of local initiatives aimed at the socio-economic development of territories.

Key words: management, municipal management, municipal administration, municipal entity, state authorities, local self-government, municipal authority, regional administration, territorial community, community management, decentralization.

Features of the program

The educational program provides the ability to solve complex, poorly structured and unstructured tasks in specialized areas of activity, in particular, the management of municipal entities in the context of digital transformation.

4 – Graduate employability and further learning

Employability

Graduates of this educational and professional program may hold positions at enterprises, institutions and organizations of various forms of ownership.

According to the National Classifier of professions DK 003:2010 with amendments approved by the order of the Ministry of Economic Development and Trade of Ukraine dated February 15, 2019 No. 259:

1120.1 Senior officials of state executive authorities

1120.2 Senior officials of local state authorities

114 Senior officials of public and self-governing organizations

1141 Senior officials of political organizations

1141.1 Senior officials of political parties

1142 Senior officials of employers' organizations and trade unions
 1142.1 Senior officials of trade unions
 1143.2 Senior officials of other self-governing organizations
 1143.5 Senior officials of local self-government bodies
 1229.1 Managerial employees of the apparatus of central state authorities
 1229.3 Managerial employees of the apparatus of local state authorities
 1229.7 Heads of other main divisions in other spheres of activity
 123 Heads of functional units
 1238 Project and program managers
 1239 Heads of other functional divisions
 14 Managers (managers) of enterprises, institutions, organizations and their divisions
 2419.3 Public service professionals
 2446.2 Professionals in the field of social protection of the population
 2447 Professionals in the field of project and program management
 3436 Assistant managers

Further Learning

Graduates of this educational program have the right to continue their studies at the third (educational and scientific) level of higher education and obtain additional qualifications in the postgraduate education system.

5 – Training and Assessment

Teaching and Learning

A balanced combination of classroom activities (lectures-discussions, seminars, practical classes in small groups, independent work with information sources, teacher consultations), distance learning and independent work on the basis of problem-oriented, interactive learning and self-study.

Assessment

Assessment of student learning outcomes is carried out in accordance with the "Regulations on the Assessment of learning outcomes of students and post-graduate students at SUTE and provides for the following control measures: current and final control, certification.

Current control is carried out during practical/laboratory classes and based on the results of independent work tasks. It involves assessing students' theoretical preparation during seminar classes and acquired practical skills during laboratory/practical work tasks.

Final control – control measures that involve establishing compliance (measurement, evaluation) of the learning outcomes achieved by a person with the requirements of the educational program in the relevant

educational component, which is carried out at the university in the form of a test and exam.

Student learning outcomes at SUTE are assessed on a 100-point scale, where: 60-100 points – learning outcomes that give the student the right to obtain ECTS credits; 0-59 points – unsatisfactory learning outcomes that do not give the student the right to obtain ECTS credits.

6 – Program competences

Integral competence

Ability to solve complex tasks and practical problems in the field of municipal management or in the process of learning, which involves conducting research and / or innovation and is characterized by uncertainty of the conditions and requirements.

General competence (GC)

GC 1	Ability to conduct research at the appropriate level.
GC 2	Ability to communicate with representatives of other professional groups of different levels (with experts from other fields of knowledge / types of economic activity).
GC 3	Skills in the use of information and marketing technologies.
GC 4	Ability to motivate people and move towards a common goal;
GC 5	Ability to act on the basis of ethical considerations (motives);
GC 6	Ability to generate new ideas (creativity).
GC7	Ability to apply abstract thinking, analysis and synthesis.

Professional competence (PC)

PC1	Ability to choose and use management concepts, methods and tools, including in accordance with defined goals and international standards;
PC2	Ability to establish values, vision, mission, goals and criteria by which the organization determines further directions of development, to develop and implement appropriate strategies and plans;
PC3	Ability to self-development, lifelong learning and effective self-management;
PC4	Ability to effectively use and develop the organization's resources;
PC5	Ability to create and organize effective communications in the management process;
PC6	The ability to form leadership qualities and demonstrate them in the process of managing people;
PC7	Ability to develop projects, manage them, show initiative and entrepreneurship;

PC8	Ability to use psychological technologies for working with personnel.
PC9	Ability to analyse and structure organizational problems, make effective management decisions and ensure their implementation;
PC 10	Ability to manage the organization and its development.
<i>PC 11</i>	<i>The ability to develop strategic documents for the development of socio-economic systems at the regional and local levels.</i>
<i>PC 12</i>	<i>The ability to conduct applied research in the field of municipal management, to provide information and analytical support for management processes using modern information resources and digital technologies.</i>
7 – Program learning outcomes	
1	Critically consider, choose and use the necessary scientific, methodical and analytical tools for management in unpredictable conditions;
2	Identify problems in the organization and justify methods of solving them;
3	Design effective management systems of organizations;
4	Justify and manage projects, generate business ideas;
5	Plan the activities of the organization in strategic and tactical sections;
6	Have the skills to make, justify and ensure the implementation of management decisions in unpredictable conditions, taking into account the requirements of current legislation, ethical considerations and social responsibility;
7	Organize and carry out effective communications within the team, with representatives of various professional groups and in an international context;
8	Apply specialized software and information systems to solve organizational management problems;
9	Be able to communicate in professional and scientific circles in national and foreign languages;
10	Demonstrate leadership skills and ability to work in a team, interact with people, influence their behaviour to solve professional tasks;
11	To ensure personal professional development and planning of own time.
12	To be able to delegate authority and management of the organization (subdivision);
13	Be able to plan and carry out informational, methodical, material, financial and personnel support of the organization (unit).

14	<i>Develop strategic documents for the development of socio-economic systems at the regional and local levels.</i>
15	<i>Conduct applied research in the field of municipal management, provide information and analytical support for management processes using modern information resources and technologies.</i>
8 – Resource support for program implementation	
Staff support	
<p>Fully complies with the Licensing requirements for conducting educational activities. The implementation of the educational and professional program "Municipal Management" is carried out by scientific and pedagogical workers with a scientific degree and/or academic title, who meet the requirements of the current legislation of Ukraine and have a sufficient level of scientific and professional qualifications. Practitioners and representatives of professional associations and foreign partners are also involved in the educational process.</p> <p>All scientific and pedagogical staff undergo internships / advanced training every five years.</p>	
Material and technical support	
<p>Fully corresponds to the Licensing requirements for conducting educational activities. For the convenience of higher education applicants, a corporate distance learning system and an automated educational process management system “MIA: Education” operate. The university is equipped with modern computer classes with specialized software. The Educational and Scientific Center for Business Simulation is functioning and the Smart Library is working. All the conditions for training of people with disabilities have been created. The social and household infrastructure of SUTE is available.</p>	
Information and educational and methodical support	
<p>An ECTS Information Package is developed for each educational program at the university.</p> <p>Each student, through his personal account of the automated educational process management system "MIA: Education", can review and form his own individual plan, view the curriculum, points earned by discipline, class schedule, and communicate with participants in the educational process.</p> <p>Programs, academic course working programs, syllabuses and assessment criteria for educational components are posted on the corporate distance learning platform.</p> <p>The university's electronic repository provides full-text access to SUTE scientific and educational literature, manuscripts of qualification papers and dissertations for obtaining scientific degrees.</p>	

For the convenience of higher education applicants, the university has developed a Catalogue of Academic Disciplines, according to which students have the right to choose elective educational components.

9 – Academic mobility

National credit mobility

National credit mobility is carried out within the framework of the concluded memorandums of cooperation between SUTE and other higher education institutions (scientific institutions) of Ukraine in accordance with the legislation.

International credit mobility

The university has concluded cooperation agreements between SUTE and foreign higher education institutions, within the framework of which partner exchange and training of students is carried out under international programs and projects within the framework of the Erasmus+ program.

Training of overseas students

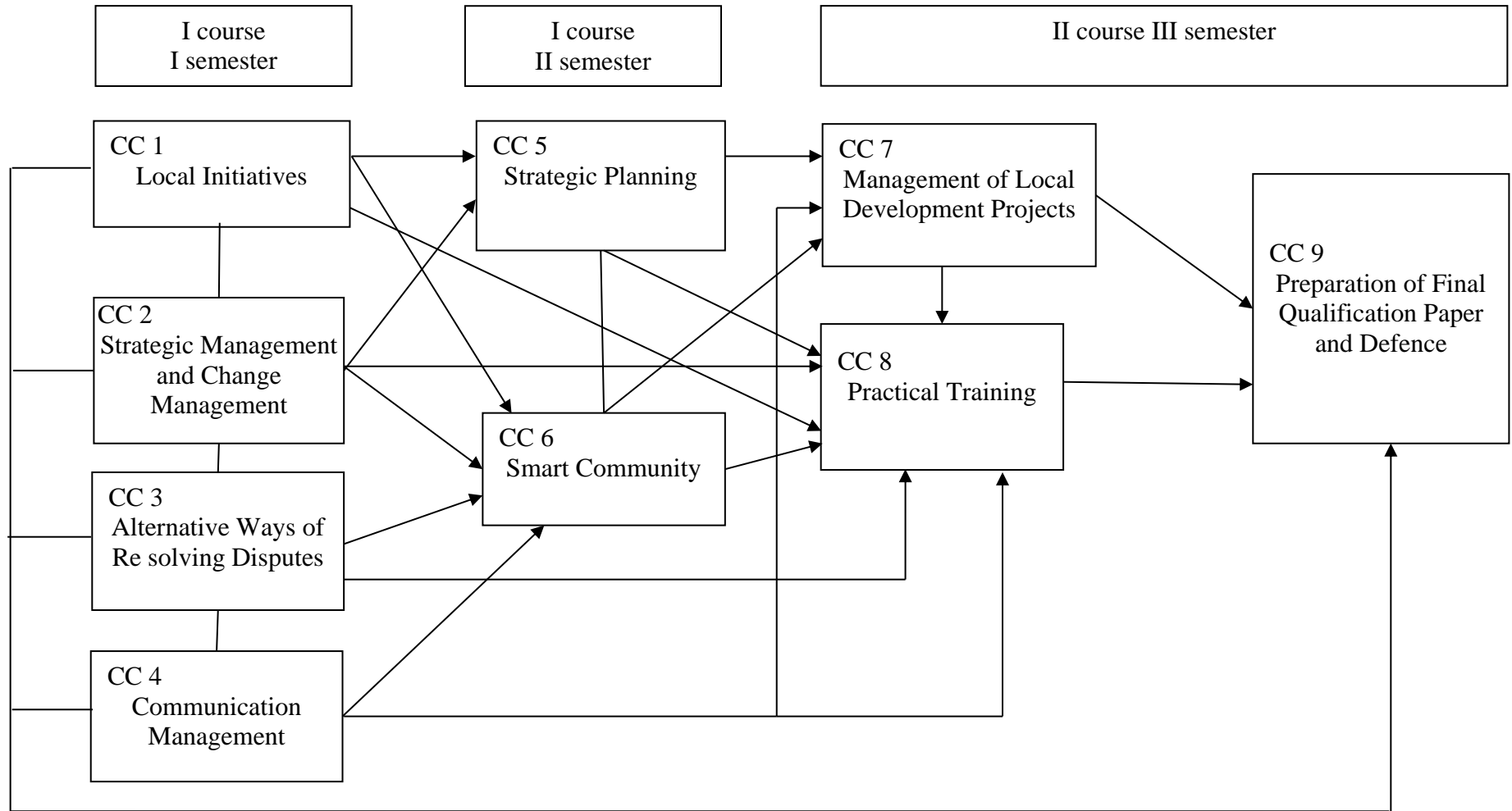
It is carried out in accordance with the requirements of current legislation.

3.2. List of educational program components and their logical order

Code	Components of the educational program	Amount of credits	Forms of assessment
1	3	3	
Compulsory components the educational program			
CC 1.	Local Initiatives	6	Exam
CC 2.	Strategic Management and Change Management	6	Exam
CC 3.	Alternative Ways of Resolving Disputes	6	Exam
CC 4.	Communication Management	6	Exam
CC 5.	Strategic Planning	6	Exam
CC 6.	Smart Community	9	Exam
CC 7.	Management of Local Development Projects	6	Exam
CC 8.	Practical Training	9	Credit
CC 9.	Preparation And Defence of Final Qualifying Work	12	Defence
Total amount of compulsory components		66	
Optional components the educational program			
OC 1.	Component of the EP 1	6	Exam
OC 2.	Component of the EP 2	6	Exam
OC 3.	Component of the EP 3	6	Exam
OC 4.	Component of the EP 4	6	Exam
Total amount of optional components:		24	
TOTAL EP VOLUME		90	

Higher education applicants choose optional academic disciplines through their personal account on the portal "MIA: Education". Descriptions of academic disciplines and their prerequisites are presented in the Catalogue of Academic Disciplines of SUTE.

3.3. Structural and logical scheme of the educational program



3.4. Forms of certification of applicants for higher education

Certification is carried out in the form of public defence of the final qualifying paper.

The final qualification paper should involve solving a complex task or problem in the field of *municipal* management, that requires research and / or innovation and is characterized by complexity and uncertainty of conditions, using theories and methods of economics.

The final qualifying paper should not contain academic plagiarism, falsification, fabrication.

The final qualifying paper must be published on the official website of SUTE or its unit, or in the repository of SUTE.

3.5. Matrix of correspondence of program competences to compulsory components (CC) of the educational program

Components Competences	CC 1	CC 2	CC 3	CC 4	CC 5	CC 6	CC 7	CC 8	CC 9
	GC 01	+	+	+		+	+	+	+
GC 02	+	+	+	+	+	+		+	+
GC 03		+	+	+	+	+		+	+
GC 04		+		+			+	+	
GC 05		+	+	+				+	+
GC 06	+	+	+			+	+	+	+
GC 07	+	+				+	+	+	+
SC 01	+	+			+	+		+	+
SC 02	+	+			+	+	+	+	+
SC 03				+				+	+
SC 04		+			+	+	+	+	+
SC 05		+	+	+			+	+	+
SC 06	+		+	+				+	+
SC 07	+	+				+	+	+	+
SC 08			+	+				+	+
SC 09		+	+			+		+	+
SC 10		+		+				+	+
SC 11	+	+			+	+	+	+	+
SC 12	+	+			+	+	+	+	+

3.6. Matrix for providing curriculum learning outcomes with relevant compulsory components (CC) of the educational program

Curriculum learning outcomes \ Components	Components								
	CC 1	CC 2	CC 3	CC 4	CC 5	CC 6	CC 7	CC 8	CC 9
1	+	+			+	+	+	+	+
2	+	+	+	+	+	+	+	+	+
3	+	+	+		+	+	+	+	+
4	+	+		+		+	+	+	+
5	+	+			+	+	+	+	+
6	+	+	+		+	+	+	+	+
7		+	+	+	+	+	+	+	+
8		+	+	+	+	+	+	+	+
9		+	+	+				+	+
10	+		+	+				+	+
11	+	+		+				+	+
12	+	+	+	+		+	+	+	+
13	+	+	+	+	+	+	+	+	+
14	+	+			+	+	+	+	+
15	+	+			+	+	+	+	+