

3. Educational program

Project team leader

(guarantor of the educational program)

Candidate of Public Administration Muzyka Yu.D.

3.1. Profile of the educational program “Public management and administration”

on the Subject Area D4 Public management and administration

| 1 – GENERAL INFORMATION | |
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| Full name of the university and structural subdivision | State University of Trade and Economics Faculty of Economics, Management and Psychology Department of Public Management and Administration |
| Degree of higher education and title of qualification in the original language | Second (Master’s) degree Qualification – Master of Public Management and Administration” |
| Field of study | D Business, administration and law |
| Subject area | D4 Public management and administration |
| Educational program | Public management and administration |
| Restrictions on forms of education | No restrictions |
| Compliance with the higher education standard of the Ministry of Education and Science of Ukraine | Complies with the higher education standard of the Ministry of Education and Science of Ukraine (Order # 1001 dated 04.08.2020) |
| Type of diploma and scope of | Master’s degree, single. Scope of the educational program – 90 ECTS credits, Training time – 1 year 4 months |

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| educational program | |
| Availability of accreditation | Subject area certificate of accreditation UD 11015993, valid until 01.07.2026, issued by the Accreditation Commission of the Ministry of Education and Science of Ukraine. |
| Cycle, level of higher education | NQF of Ukraine – level 7, FQ-EHEA – the second cycle, EQF-LLL – level 7 |
| Prerequisites to enter the program | Being in possession of a bachelor’s degree (level 6 of NQF) or higher |
| Language of teaching | Ukrainian, English |
| Educational program is valid till | Until the approval of the new edition of the educational program |
| Internet address of the permanent description of the educational program | https://knute.edu.ua/ |

2 – THE PURPOSE OF THE EDUCATIONAL PROGRAM

To ensure that students of higher education acquire the professional competence necessary for them to carry out managerial activities in the field of public management and administration in order to increase national welfare and ensure the economic security of the state, to conduct independent scientific research and carry out scientific and pedagogical activities

3 – CHARACTERISTICS OF THE EDUCATIONAL PROGRAM

Subject area

The object of study: principles and regularities of the public management and administration system functioning as a set of institutions of state administration, local self-government, civil society in accordance with the functions and powers assigned to them; relations, phenomena, processes, models and mechanisms characterizing manifestations of public management and administration at the higher, central, regional and local levels.

Teaching goals: training public management and administration specialists capable of solving complex tasks and problems in the field of public management and administration.

Theoretical content of the subject area: scientific concepts (theories) of public management and administration, in particular at the higher, central, regional and local levels of management.

Methods, techniques and technologies: scientific knowledge, management and decision-making, analytical information processing, institutional, instrumental, functional, organizational-and-technological and legal support, electronic governance, system analysis, modeling, forecasting and design.

Tools and equipment: information and analytical tools, support systems for making and implementing management decisions, specialized software.

Orientation of the educational program

Educational-and-occupational. Applied. Research.

Occupational guidelines in accordance with current trends and taking into account the vision of stakeholders.

Major aim of the educational program

Acquisition of theoretical knowledge, mastery of skills and technologies of public management and administration at the level of state authorities, central and local executive authorities, local self-government bodies, public and self-governing organizations, enterprises and institutions.

Key words: public management, public administration, public policy, public policy implementation mechanisms, regional administration, state authorities, local self-government, public organizations

Special features of the program

Orientation to the requirements of personnel customers in the form of state authorities, central and local executive authorities, local self-government bodies, public and self-governing organizations, enterprises and institutions.

Involvement of well-known specialists in the field of public management and administration in the educational process.

4 – SUITABILITY OF GRADUATES FOR EMPLOYMENT AND FURTHER EDUCATION

Employment suitability

Positions that a master can hold (according to the State Classifier of Professions DK 003:2010):

1120. Senior officials of state authorities

2310. Teachers of universities and higher educational institutions.

2414.2. Financial and economic security professionals

2419 Professionals in the field of public service
2419.3. Civil service and local self-government professionals.
2447 Professionals in the field of project and program management
A graduate can hold other positions in accordance with professional job titles characterized by special professional competencies.

Further education

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 adult system.

5 – TEACHING 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 students' learning outcomes is carried out in accordance with the "Regulations on the Assessment of Learning Outcomes of Students and Postgraduate Students at the 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 completing independent work tasks. It involves assessing the theoretical readiness of students during seminar classes and acquired practical skills during the completion of laboratory/practical work tasks.

Final control – control measures that provide for establishing compliance (measurement, evaluation) of the learning outcomes obtained by a person with the requirements of the educational program in terms of the relevant educational component, which is carried out at the university in the form of a test and exam.

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

6 – PROGRAM COMPETENCIES

Integral competence

The ability to solve complex tasks and problems in the field of public management and administration and/or in the learning process, which involves conducting research and/or implementing innovations and is characterized by the uncertainty of conditions and requirements.

| <i>General competencies (GC)</i> | |
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| GC 1 | Ability to abstract thinking, analysis and synthesis. |
| GC 2 | The ability to work in a team, motivate people and move towards a common goal, be a leader, act socially responsibly and consciously. |
| GC 3 | Ability to develop and manage projects. |
| GC 4 | Ability to improve and develop professional, intellectual and cultural level. |
| GC 5 | Ability to make informed decisions and use modern communication technologies. |
| GC 6 | Ability to communicate professionally in a foreign language. |
| GC 7 | Ability to generate new ideas (creativity). |
| <i>Special (professional, subject) competencies (SC)</i> | |
| SC 1 | Ability to establish social interaction, cooperation, prevent and resolve conflicts. |
| SC 2 | Ability to organize the activities of public administration bodies and other organizations of the public sphere. |
| SC 3 | Ability to organize information and analytical support of management processes using modern information resources and technologies, in particular, to develop measures for the introduction of electronic governance in various areas of public management and administration. |
| SC 4 | Ability to determine indicators of sustainable development at higher, central, regional, local and organizational levels. |
| SC 5 | Ability to represent public administration bodies in relations with other state bodies and local self-government bodies, public associations, enterprises, institutions and organizations regardless of the forms of ownership, citizens and establish effective communications with them. |
| SC 6 | Ability to carry out professional activities taking into account the needs of ensuring the national security of Ukraine. |
| SC 7 | Ability to independently prepare draft legal acts, analytical reports, proposals, reports, provide expert evaluation of legal acts at various levels of public management and administration. |

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| SC 8 | Ability to develop strategic documents for the development of socio-economic systems at the higher, central, regional, local and organizational levels. |
| SC 9 | Ability to carry out scientific and research activities in the field of public management and administration. |
| SC 10 | Ability to make informed management decisions taking into account issues of European and Euro-Atlantic integration. |
| 7 – PROGRAM LEARNING OUTCOMES | |
| LO 1 | To know the theoretical and applied principles of development and analysis of public policy, the foundations and technologies of management decision-making. |
| LO 2 | To solve complex tasks of public management and administration, taking into account the requirements of legislation, to identify legal conflicts and problems, to develop projects of regulatory and legal acts to eliminate them. |
| LO 3 | To know the basic principles of national security and be able to warn and neutralize challenges and threats to the national interests of Ukraine within the limits of their professional competence. |
| LO 4 | To use modern statistical methods, models, digital technologies, specialized software to solve complex problems of public management and administration. |
| LO 5 | To determine the priority directions for the introduction of electronic governance and the development of electronic democracy. |
| LO 6 | To manage innovations, resources, risks, projects, changes, quality, apply modern models, approaches and technologies, international experience in the design and reorganization of management and general organizational structures. |
| LO 7 | To be able to develop national/regional program documents on the development of public administration, using systemic analysis and an integrated approach, as well as teamwork methods. |
| LO 8 | To be able to communicate effectively, argue one's position, use modern information and communication technologies in the field of public management and |

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| | administration on the basis of social responsibility, legal and ethical norms. |
| LO 9 | To communicate in a foreign language on professional topics, discuss public administration problems and research results. |
| LO 10 | To represent public administration bodies and other organizations of the public sphere and present the results of their activities to specialists and the general public. |
| LO 11 | To develop well-founded management decisions taking into account issues of European and Euro-Atlantic integration, take into account goals, existing legislative, time and resource limitations, evaluate political, social, economic and environmental consequences of decision options. |
| LO 12 | To plan and carry out scientific and applied research in the field of public management and administration, including analysis of issues, setting goals and objectives, selection and use of theoretical and empirical research methods, analysis of its results, formulation of substantiated conclusions. |

8 – RESOURCE SUPPORT FOR PROGRAM IMPLEMENTATION

Human resources

Fully complies with the Licensing Requirements for the conduct of educational activities. The implementation of the educational program “Public Management and Administration” 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, 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

Material and technical support

Fully complies with the Licensing requirements for conducting educational activities. For the convenience of higher education students, 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, there are a Business Simulation Educational and Scientific Center and a Smart Library. All conditions have been created for the education of handicapped students. The SUTE social and household infrastructure is available.

Information and teaching support

There is an ECTS Information Package for each educational program. All students, through their personal account of the Automated educational institution management system “MIA: Education”, can review and form their own individual plan, view the curriculum, points earned by disciplines, class schedule, and communicate with participants in the educational process.

Programs, discipline syllabi, and assessment criteria for educational components are posted on the corporate distance learning platform.

The university’s electronic repository provides full-text access to the SUTE scientific and educational literature, manuscripts of qualification works and dissertations.

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

9 – ACADEMIC MOBILITY

National credit mobility

National credit mobility is carried out within the framework of the concluded memorandums of cooperation between the 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 the 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 foreign higher education students

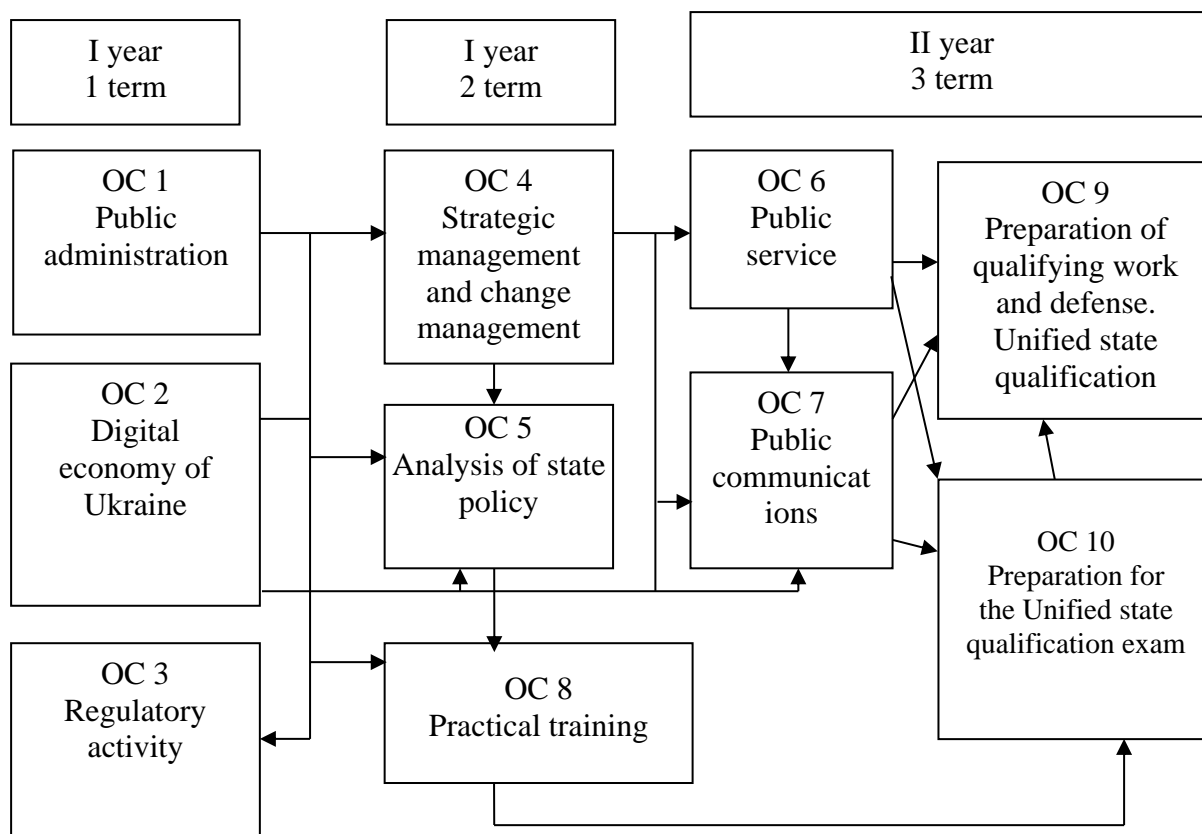
According to the rules of admission to the SUTE

3.2. The list of the educational program components and their logical sequence

| Code | Educational program components | Number of credits | Control form |
|---|--|-------------------|--------------|
| 1 | 2 | 3 | |
| Obligatory components | | | |
| OC 1. | Public administration | 6 | Exam |
| OC 2. | Digital economy of Ukraine | 6 | Exam |
| OC 3. | Regulatory activity | 6 | Exam |
| OC 4. | Strategic management and change management | 6 | Exam |
| OC 5. | Analysis of state policy | 9 | Exam |
| OC 6. | Public service | 6 | Exam |
| OC 7. | Public communications | 6 | Exam |
| OC 8. | Practical training | 9 | Credit |
| OC 9. | Preparation of qualifying work and defense | 9 | Credit |
| OC 10. | Preparation for the Unified state qualification exam | 3 | Exam |
| The total amount of obligatory components: | | 66 | |
| Elective components | | | |
| EC 1. | Elective component 1 | 6 | Exam |
| EC 2. | Elective component 2 | 6 | Exam |
| EC 3. | Elective component 3 | 6 | Exam |
| EC 4. | Elective component 4 | 6 | Exam |
| The total amount of elective components: | | 24 | |
| TOTAL VOLUME OF THE EDUCATIONAL PROGRAM | | 90 | |

Higher education students choose elective academic disciplines through their personal account on the portal 'MIA: Education'. Descriptions of academic disciplines and their prerequisites are presented in the Catalog of Academic Disciplines of the SUTE.

3.3. Structural and logical scheme of the EP



3.4. Form of higher education students' certification

Certification is carried out in the form of a public defense of the qualifying work and a unified state qualification exam in the subject area according to the established order.

The qualifying work should not contain academic plagiarism, fabrication, or falsification. The qualifying work must solve a complex task or problem in the field of public management and administration, which involves research and/or innovation and is characterized by uncertainty of conditions and requirements. The qualifying work must be published on the official website or in the repository of the institution of higher education or its division.

The certification exam in the form of a unified state qualification exam must assess the compliance of learning outcomes with the requirements of the higher education standard and meet the organizational requirements for the unified state qualification exam, which are established by legislation.

