

State University of Trade and Economics

*The system for ensuring the quality of educational activities and the quality of higher education
certified for compliance with DSTU ISO 9001:2015 / ISO 9001:2015*

APPROVED
by the ACADEMIC COUNCIL of SUTE
Head of the Academic Council

Anatolii MAZARAKI

(minutes № __ dated " __ " _____ 20__ p.)

EDUCATIONAL-PROFESSIONAL PROGRAM

PUBLIC MANAGEMENT AND ADMINISTRATION

Specialty **D4 Public Management and Administration**
Field of study **D Business, Administration and Law**
Level of higher education **First (Bachelor's)**

The educational program is put into effect
from _____ 20__ p.
(order № _____ from " __ " _____ 20__ p.)

Kyiv
2026

1. PROFILE OF THE EDUCATIONAL PROGRAMME
PUBLIC MANAGEMENT AND ADMINISTRATION
Specialty D4 Public Management and Administration
Field of study D Business, Administration and Law
Level of higher education First (Bachelor's)

1- GENERAL INFORMATION	
Full name of a HEI and a 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 original language	First (Bachelor's) level of higher education Qualification – Bachelor's degree in Public Management and Administration
Field of study	D Business, Administration and Law
Specialty	D4 Public Management and Administration
Educational program name	Public Management and Administration
Restrictions on modes of Study	No restrictions
Compliance with higher education standards of the Ministry of Education and Science of Ukraine	It complies with higher education standards of the Ministry of Education and Science of Ukraine (Order No. 1172 dated 29.10.2018)
Forms of obtaining education	Full-time (full-time), part-time
Diploma type and volume of educational programme	Bachelor's diploma, single. Volume of educational-professional programme – 240 ECTS credits. Standard preparation period: 3 years 10 months
Accreditation status	Certificate of specialty accreditation UD 11015993, valid until 31.12.2027 issued by the Accreditation Commission of the Ministry of Education and Science of Ukraine.
Cycle, level of higher education	NQF of Ukraine – 6 level, FQ-EHEA – first cycle, EQF-LLL – 6 level
Prerequisites for admission to educational programme	- complete general secondary education; - admission on the basis of the "junior bachelor's", "specialist junior bachelor's" or educational qualification level "junior specialist" is carried out based on the results of an external independent assessment in accordance with the procedure established by law.
Language(s) of instruction	Ukrainian, English
Term of educational programme validity	3 years 10 months until approval of new edition of educational professional programme
Internet address for	https://knute.edu.ua/

permanent placement of educational programme description	
2 - THE PURPOSE OF THE EDUCATIONAL PROGRAMME	
Training of highly qualified specialists in the field of public management and administration, able to develop, analyze and implement state policy, solve complex specialized tasks and practical problems of public management, effectively and efficiently perform management functions, ensure the development and strengthening of the institutional capacity of public authorities and local self-government, implement institutional reforms and innovative management practices with the aim of establishing social justice, democratic values, protection of human rights and freedoms and achievement of sustainable development based on world and European standards in the conditions of the European integration course and post-war recovery of Ukraine.	
3 - EDUCATIONAL PROGRAMME CHARACTERISTICS	
Subject Area	
Objects of study and/or activity: the entire sphere of public management and administration. Learning objectives: training public management and administration specialists capable of solving complex specialized tasks and practical problems in the field of public management and administration or in the process of learning. Theoretical content of the subject area: scientific concepts (theories) of public management and administration, management at the national, regional and local levels, administration in all spheres of activity. Methods, techniques and technologies of scientific knowledge, management and decision-making, analytical processing of information, organizational-technological and legal support, electronic governance. Tools and equipment: information and analytical tools, management decision support systems, specialized software.	
Educational Programme Orientation	
Educational-professional.	
Main Focus of Educational Programme	
The training of specialists in the field of public management and administration is aimed at the formation of systematic knowledge about the functioning of state and local self-government bodies, the foundations of the formation and implementation of state and local policies, the mechanisms of interaction between public authorities and the public, as well as the acquisition of practical skills for participation in the preparation and adoption of management decisions, taking into account the principles of good governance and sustainable development. The program is focused on the application of basic management, legal and analytical tools in the activities of public administration bodies, the use of digital tools and public service technologies, as well as the formation of readiness to act in the conditions of the European integration course and the post-war recovery of Ukraine. Keywords: public management and administration, state policy, state authorities,	

local self-governments, public governance, sustainable development, management decisions, public policy analytics, interaction with the public, civil society, digital governance, e-governance, European integration, post-war recovery. institutional development; strategic management.

Programme Features

Orientation to the actual needs of employers and other stakeholders, in particular state authorities, central and local executive authorities, local self-government bodies, as well as enterprises and institutions of the public and related sectors, which ensures a practical orientation of the training of applicants. An important component of the implementation of the program is the involvement of leading and recognized specialists in the field of public management and administration, including practitioners, representatives of professional associations and the expert environment, in the educational process.

4 - GRADUATE EMPLOYABILITY AND FURTHER LEARNING

Employability

Graduates of this educational and professional program can work in public authorities and local self-government bodies. The educational program is focused on the training of specialists according to the current "Classifier of Professions **DK 003:2010:4:**

1493 Manager (manager) of quality systems in the state administration

2419.3 State social inspector

Consultant (in the apparatus of state authorities, executive committee)

Assistant consultant to the People's Deputy of Ukraine

Councilor (state authorities)

Civil service specialist

Specialist in personnel work and civil service

3431 Inspector for monitoring the execution of assignments

Manager of affairs (secretary) of the executive committee

Organizational secretary (association, union, federation)

Administrative secretary

Secretary of the executive committee

Committee secretary (organizations, enterprises, institutions)

Secretary of the body of self-organization of the population

Secretary of the board

3435.1 Organizer of record keeping (state institutions)

3436.1 Assistant to the head of the enterprise (institution, organization)

Referent

Further Education

They have the right to continue their studies at the second (master's) level of higher education

5 - TEACHING AND ASSESSMENT

Teaching And Learning

A balanced combination of classroom classes (lectures-discussions, seminar classes, practical classes in small groups, independent work with information sources, teacher consultations), distance learning and independent work based on problem-oriented,

interactive learning and self-study.	
Assessment	
The assessment of students' learning outcomes is carried out by the 'Regulations on the assessment of students' and postgraduate students' learning outcomes at SUTE and involves the following control measures: ongoing and final assessments, and attestation. Ongoing assessment is carried out during practical/laboratory classes and based on the results of individual assignments. It involves assessing students' theoretical knowledge during seminars and the practical skills they have acquired while performing laboratory/practical tasks. Final assessment consists of control measures that determine the compliance (measurement, evaluation) of the learning outcomes achieved by a person with the requirements of the educational programme in terms of the relevant educational component, which is carried out at the university in the form of a credit and an exam. The learning outcomes of students at SUTE are assessed on a 100-point scale, where: 60-100 points – learning outcomes that entitle the student to obtain ECTS credits; 0-59 points – unsatisfactory learning outcomes that do not entitle the student to obtain ECTS credits	
6 - PROGRAMME COMPETENCIES	
<i>Integral competency</i>	
The ability to solve complex specialized tasks and practical problems in the field of public management and administration or in the learning process, which involves the application of theories and scientific methods of the relevant field and is characterized by the complexity and uncertainty of conditions.	
<i>General competencies (GC)</i>	
1.	Ability to learn and master modern knowledge.
2.	Ability to realise one's rights and obligations as a member of society, to understand the values of a civil (democratic) society and the necessity of its sustainable development, the rule of law, and human and citizen rights and freedoms in Ukraine.
3.	Ability to preserve and multiply moral, cultural, and scientific values and to enhance societal achievements based on an understanding of the history and patterns of the subject area's development, its place in the general system of knowledge about nature and society, and in the development of society, technology, and technologies; to use various types and forms of physical activity for active recreation and maintaining a healthy lifestyle
4.	Ability to be critical and self-critical.
5.	Ability to adapt and act in a new situation.
6.	Ability to work in a team.
7.	Ability to plan and manage time.
8.	Ability to identify, pose and solve problems.
9.	Ability to search, process and analyze information from various sources.
10.	Ability to communicate in the state language, both orally and in writing.
11.	Ability to communicate in a foreign language.
12.	Interpersonal skills.
13.	Ability to communicate with representatives of other professional groups at different levels (with experts from other fields of knowledge/activities).

14.	Ability to make decisions and act in adherence to the principle of inadmissibility of corruption and any other manifestations of dishonesty.
Special (professional, subject-specific) competencies (SC)	
1.	Ability to social interaction, cooperation and conflict resolution.
2.	The ability to ensure the appropriate level of production and use of management products, services or processes.
3.	The ability to ensure compliance with regulatory and legal and moral and ethical norms of behaviour.
4.	The ability to use modern ICT in the process of preparation and implementation of management decisions.
5.	Ability to use the electronic document management system.
6.	The ability to provide information and analytical support for management processes using modern information resources and technologies.
7.	Ability to develop tactical and operational plans of management activities.
8.	Ability to prepare projects of management decisions and implement them.
9.	Ability to implement innovative technologies.
10.	Ability to research and search activities in the field of public management and administration.
11.	The ability to conduct applied research in the field of public management and administration as part of a working group.
12.	<i>Ability to adapt national and European best practices in e-government and e-democracy to the needs of post-war recovery.</i>
7 - PROGRAMME LEARNING OUTCOMES	
1.	Use basic knowledge of the historical, cultural, political, social, and economic foundations of society's development.
2.	Apply norms and rules of professional communication in Ukrainian.
3.	Be able to communicate orally and in writing in a foreign language.
4.	To know the structure and peculiarities of the functioning of the sphere of public management and administration.
5.	Know the standards, principles and norms of activity in the field of public management and administration.
6.	To know the main normative legal acts and provisions of legislation in the field of public management and administration.
7.	Be able to organize and participate in volunteer/cultural-educational/sports projects aimed at forming a healthy lifestyle / active citizenship.
8.	To understand and use the technologies of making, making and implementing management decisions.
9.	Know the basics of e-government.
10.	Be able to use the electronic document management system.
11.	Be able to search and generalize information, draw conclusions and formulate recommendations within the limits of one's competence.
12.	Be able to establish communication between citizens and bodies of state power and local self-government.
13.	Use methods of analysis and evaluation of sustainable development programs.

14.	Be able to adjust professional activity in the event of a change in initial conditions.
15.	Apply quality control methods in the field of professional activity.
16.	To use the data of statistical reporting, accounting and special studies in professional activities.
17.	<i>To be able to use the tools of e-governance and e-democracy, taking into account the best European practices in the processes of post-war reconstruction of Ukraine.</i>

8 - RESOURCE SUPPORT FOR PROGRAMME IMPLEMENTATION

Staff support

The implementation of the educational and professional program "Public Management and Administration" is provided by four doctors of science in public administration and other scientific and pedagogical workers who have a scientific degree and/or an academic title and meet the requirements of the current legislation of Ukraine and the Licensing requirements for conducting educational activities.

Scientific and pedagogical workers have the appropriate level of scientific and professional qualifications, which ensures the quality implementation of the educational process. Practitioners, representatives of professional associations and foreign partners are systematically involved in the educational process. All scientific and pedagogical workers undergo an internship or advanced training at least once every five years.

Material and technical support

Fully complies with the licensing requirements for the provision of educational activities. For the convenience of students, there operate a corporate distance learning system and an automated educational process management system "MIA: Education". The university has modern computer classrooms with specialised software, operates an Educational and Research Centre for Business Simulation, and has a Smart Library. All necessary conditions have been created for the education of people with disabilities. SUTE's social and welfare infrastructure is in place.

Information and Educational-Methodological Support

For each educational programme, the university develops an ECTS Information Package.

Each student, through their personal account in the "MIA: Education" system, can review and create their own individual plan, view the curriculum, review marks achieved in disciplines, check the class timetable, and communicate with participants in the educational process.

Course programmes, working programmes, syllabi, and assessment criteria for educational components are available on the corporate distance learning platform.

The university's electronic repository provides full-text access to SUTE's academic and educational literature, manuscripts of qualification works, and dissertations for academic degrees.

For the convenience of students, the university has developed a Catalogue of Academic Disciplines in accordance with which students may choose elective educational

components.

9 - ACADEMIC MOBILITY

National Credit Mobility

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

International Credit Mobility

The University has concluded cooperation agreements with foreign higher education institutions, under which partnership exchange and training of students takes place through international programmes and projects within the Erasmus+ programme.

Education of Foreign Higher Education Students

This is carried out in accordance with the requirements of current legislation

2. EDUCATIONAL PROGRAMME COMPONENTS AND THEIR LOGICAL SEQUENCE

2.1 List of educational programme components

Code	Educational Components of the Programme	ECTS Credits	Form of Assessment
1	2	3	
Compulsory Components			
CC 1.	Foreign Language for Professional Purposes	24	Exam
CC 2.	Information Technologies in Public Administration	6	Exam
CC 3.	Parliamentarism In Public Administration	6	Exam
CC 4.	Theory Of the State and Law	3	Exam
CC 5.	Ukrainian Language for Professional Purposes	3	Exam
CC 6.	Philosophy	6	Exam
CC 7.	Administrative Law	6	Exam
CC 8.	Economic Theory	6	Exam
CC 9.	Sustainable Development of Ukraine	6	Exam
CC 10.	National Security of The State	6	Exam
CC 11.	Administrative Services	6	Exam
CC 12.	State Information Resources	6	Exam
CC 13.	Economy of Ukraine	6	Exam
CC 14.	Research design and scientific communication	6	Exam
CC 15.	Public management and administration	9	Exam
CC 16.	Electronic governance	4,5	Exam
CC 17.	Management of public procurement	4,5	Exam
CC 18.	Territorial community development management	6	Exam
CC 19.	State service	6	Exam
CC 20.	Public finances	6	Exam
CC 21.	Analytics in public administration	6	Exam
CC 22.	State integration policy of Ukraine	6	Exam
CC 23.	State policy in the socio-humanitarian sphere	6	Exam
CC 24.	Regional policy of the state	9	Exam
CC 25.	Practical training 1	6	Credit
CC 26.	Practical training 2	6	Credit
CC 27.	Attestation Preparation and Attestation	3	Exam
CC 28.	Preparation and defence of final qualifying work	6	Defence
Total Volume of Compulsory Components:		180	
EP Elective Components			
EC1	Educational Component 1	6	Exam
EC 2.	Educational Component 2	6	Exam
EC 3.	Educational Component 3	6	Exam
EC 4.	Educational Component 4	6	Exam
EC 5.	Educational Component 5	6	Exam
EC 6.	Educational Component 6	6	Exam
EC 7.	Educational Component 7	6	Exam
EC 8.	Educational Component 8	6	Exam
EC 9.	Educational Component 9	6	Exam
EC 10.	Educational Component 10	6	Exam
Total Volume of Elective Components		60	
THE EDUCATIONAL PROGRAMME TOTAL VOLUME		240	

Higher education students choose their elective disciplines through the personal account of the portal "MIA: Education". Descriptions of the disciplines and their prerequisites are available in the SUTE Catalogue of Disciplines.

3. FORMS OF ATTESTATION OF HIGHER EDUCATION STUDENTS

Attestation is carried out in the form of a public defence of the qualification work and an attestation exam.

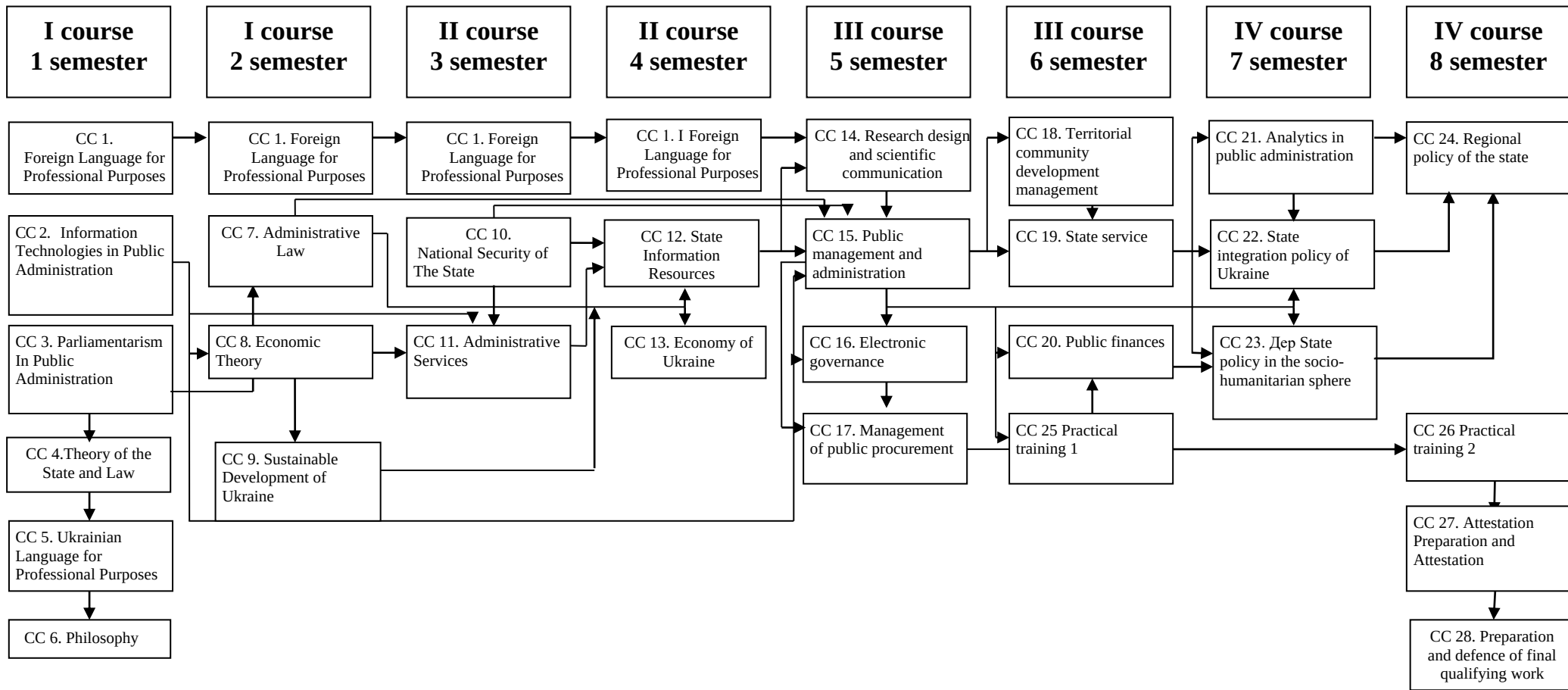
In the qualification work, a problem in the field of public management and administration should be investigated using the theory and scientific methods of management.

There can be no academic plagiarism, falsification, or plagiarism in the qualification work.

The qualification work must be posted on the official website or in the repository of the institution of higher education or its division.

The attestation exam should assess the level of achievement of learning outcomes defined by the standard and educational program.

2.2 Structural and logical scheme of EP



4. Matrix of Correspondence Between Program Competencies and Compulsory Components of the Educational Programme

Components / Competences		CC 1.	CC 2.	CC 3.	CC 4.	CC 5.	CC 6.	CC 7.	CC 8.	CC 9.	CC 10.	CC 11.	CC 12.	CC 13.	CC 14.	CC 15.	CC 16.	CC 17.	CC 18.	CC 19.	CC 20.	CC 21.	CC 22.	CC 23.	CC 24.	CC 25.	CC 26.	CC 27.	CC 28.
General Competences	1.	•	•	•	•		•		•	•		•	•			•	•					•		•		•	•	•	
	2.			•	•			•			•		•	•	•	•			•	•				•	•				
	3.			•			•	•						•					•						•				
	4.																				•		•		•				
	5.		•					•			•			•	•	•		•		•	•		•			•	•		
	6.		•										•				•		•	•						•	•		
	7.								•	•								•			•								
	8.							•					•	•	•						•	•		•	•				
	9.		•		•	•			•	•		•					•	•				•	•			•	•	•	•
	10.			•	•	•					•		•				•	•		•		•				•	•	•	•
	11.	•																											
	12.					•	•				•									•								•	•
	13.	•	•	•		•		•			•	•		•	•			•	•	•	•	•	•	•	•				•
	14.										•				•	•				•	•								
Special Competences	1.						•				•					•			•	•				•		•	•		
	2.								•	•	•		•					•		•									
	3.			•	•			•			•		•	•	•	•		•		•						•	•	•	
	4.		•			•					•	•					•	•			•				•			•	
	5.		•					•			•			•			•	•			•		•			•	•		
	6.	•	•			•						•					•		•	•		•							
	7.			•				•	•	•			•	•	•	•				•		•		•					
	8.			•					•	•			•		•	•			•	•				•	•				
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	11.			•											•	•		•			•	•			•				•
	12.											•			•	•			•			•			•				

5. Matrix Of Correlation Between Program Learning Outcomes and Compulsory Components Of the Educational Programme

Components / Programme Learning Outcomes	CC 1.	CC 2.	CC 3.	CC 4.	CC 5.	CC 6.	CC 7.	CC 8.	CC 9.	CC 10.	CC 11	CC 12.	CC 13.	CC 14.	CC 15.	CC 16.	CC 17.	CC 18.	CC 19.	CC 20.	CC 21.	CC 22.	CC 23.	CC 24.	CC 25.	CC 26.	CC 27.	CC 28.
1.				•	•			•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
2.	•	•	•	•	•	•	•			•		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
3.	•		•	•			•			•		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
4.		•	•				•	•	•	•		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•		
5.		•	•	•			•	•	•	•	•	•	•		•	•	•	•	•	•	•	•	•	•		•	•	•
6.		•	•	•		•	•	•	•	•		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
7.	•	•	•	•		•	•			•			•	•	•		•	•	•	•	•	•	•	•	•	•	•	•
8.	•	•	•			•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
9.		•	•	•			•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
10.		•		•	•		•	•	•	•		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
11.	•	•	•	•		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
12.	•	•	•	•		•	•		•	•	•	•	•	•	•		•	•	•	•	•		•	•	•	•	•	•
13.			•	•			•	•	•	•		•	•	•	•			•	•	•	•	•	•	•				
14.	•	•	•	•		•	•	•	•	•		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
15.			•				•	•	•	•		•	•	•			•		•	•	•	•	•	•				
16.	•	•	•	•		•		•	•		•	•			•	•	•				•	•	•	•	•	•	•	•
17.											•				•			•			•			•				

Developed by a project team consisting of:

1. Oliinyk Volodymyr Viktorovych, **Guarantor for the educational programme**, Associate Professor, Professor of the Department of Public Administration, Doctor of Sciences in Public Administration.
2. Zalizniuk Viktoriia Petrivna, Head of the Department of Public Administration, Doctor of Sciences in Public Administration, Professor
3. Yevsiukova Oksana Volodymyrivna, Professor of the Department of Public Administration, Doctor of Science in Public Administration, Associate Professor.
4. Dynnyk Iryna Petrivna, Associate Professor of the Department of Public Administration, PhD in Public Administration
5. Hornyk Volodymyr Hnatovych, Doctor of Science in Public Administration, Professor, Director of the Educational and Scientific Institute of Management, Economics and Environmental Management of the V.I. Vernadsky Tavrichesky National University, Ukraine
6. Tkach Nataliya Oleksandrivna, deputy director of the Department (Center) for the provision of administrative services of the executive body of the Kyiv City Council (Kyiv City State Administration).
7. Poruchynska Iryna Evgeniivna, 2nd year student, 19th group of the Faculty of Economics, Management and Psychology, specialty "Public Management and Administration".

External Stakeholder Reviews and Feedback:

1. Tyrus Bohdan Yuriyovych, PhD in Public Administration, Head of the Department for ensuring relations with the Verkhovna Rada of Ukraine and the Cabinet of Ministers of Ukraine of the Office of the President of Ukraine.
2. Shchelkunov Volodymyr Ihorovych, Doctor of Economic Sciences, Professor, President of ICC Ukraine, Academician of the Ukrainian Academy of Sciences (UAS), Member of the Governmental Committee of the Cabinet of Ministers of Ukraine.

LIST OF RECOMMENDED ELECTIVE COMPONENTS

Code	Educational Components	ECTS Credits
EC1.	Agricultural Policy	6
EC 2.	Administrative Management	6
EC 3.	Public Safety	6
EC 4.	Public Administration and Local Self-Government	6
EC 5.	State Regulation of the Economy	6
EC 6.	State Environmental Policy	6
EC 7.	Business Economics and Finance	6
EC 8.	State Economic Policy	6
EC 9.	State Information and Communication Policy	6
EC 10.	Information Warfare	6
EC11.	Marketing in Public Administration	6
EC 12.	Management	6
EC 13.	Municipal Management	6
EC 14.	Municipal Law	6
EC 15.	Fundamentals of Cybersecurity	6
EC 16.	Self-Organization of Civil Society	6
EC 17.	Training Course: “Project Management in Communities”	6
EC 18.	City Management	6
EC 19.	Rural Development Management	6
EC 20.	Communication English Tailored Course	6

Record of Changes

[illegible]

LETTER OF APPROVAL
of the educational and professional programme and curricula “Public Management and Administration” for the first (bachelor) level of higher education at SUTE

Approved

First Vice-Rector for Research and Academic Affairs

(signature) Nataliya PRYTULSKA
_____ 20__

Approved

Vice-Rector for Research and Academic Affairs and International Relations

(signature) Anzhelika HERASYMENKO
_____ 20__

Approved

Head of the Educational Department, SUTE

(signature) Serhiy KAMINSKYI
_____ 20__

Approved

Head of the Educational and Methodological Department, SUTE

(signature) Tetiana BOZHKO
_____ 20__

Approved

Dean of the Faculty of Economics, Management and Psychology, SUTE

(signature) Olha KORENIUK
_____ 20__

Approved

Head of the Department of Public Management and Administration

(signature) Viktoria ZALIZNIUK
_____ 20__

Approved

Head of the speciality support group

(signature) Viktoria ZALIZNIUK
_____ 20__

Approved

Guarantor for the educational programme, SUTE

(signature) Volodymyr OLIINYK
_____ 20__

Approved

PhD in Public Administration, Head of the Department for ensuring relations with the Verkhovna Rada of Ukraine and the Cabinet of Ministers of Ukraine of the Office of the President of Ukraine.

(signature) Bohdan TYRUS
_____ 20__

Approved

Doctor of Economic Sciences, Professor, President of ICC Ukraine, Academician of the Ukrainian Academy of Sciences (UAS), ICC World Council Member, Member of the Governmental Committee of the Cabinet of Ministers of Ukraine

(signature) Volodymyr SHCHELKUNOV
_____ 20__

Approved

Faculty Student Council Representative

(signature) Kseniya BURLAKOVA
_____ 20__

