

EDUCATIONAL PROGRAM PROFILE

PUBLIC MANAGEMENT AND ADMINISTRATION

Specialty D4 Public management and administration

Field of study D Business, Administration and Law

Level of higher education – Second (Master's)

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 Management and Administration
Academic degree and qualification title in the original	Second (Master's) level of higher education Qualification – Master of Public Administration and Management
Field of study	D Business, Administration and Law
Specialty	D4 Public management and administration
Educational program title	Public management and administration
Restrictions on modes of study	No restrictions
Compliance with the higher education standard of the Ministry of Education and Science of Ukraine	Meets the standards of higher education of the Ministry of Education and Science of Ukraine (order № 1001 of 04.08.2020)
Forms of education	Full-time (daytime), part-time
Qualification title (degree), programme credits and duration	Master's degree, single. The volume of the educational and professional program is 90 ECTS credits. The standard period of training is 1 year 4 months
Accreditation status	Certificate of accreditation of the specialty 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 – level 7, FQ-EHEA – second cycle, EQF-LLL-level 7
Academic backgrounds	Bachelor's degree (NQF level 6) or higher
Language(s) of instruction	Ukrainian, English
Educational program duration	1 year 4 months, until the approval of the new edition of the educational and professional program
Educational program link	https://knute.edu.ua/
2 - EDUCATIONAL PROGRAM AIM	
Training of highly qualified specialists for the field of public management and administration, capable of carrying out professional activities in the digital	

transformation conditions, institutional changes, European integration processes, and post-war reconstruction of Ukraine.
3 - EDUCATIONAL PROGRAM CHARACTERISTICS
<i>Subject area</i>
<i>Objects of study:</i> principles and patterns of functioning of the public management and administration system as a set of institutions of state administration, local self-government, civil society in accordance with the functions and powers assigned to them; relationships, phenomena, processes, models and mechanisms that characterize the manifestations of public management and administration at the highest, central, regional and local levels in the context of digital transformation, institutional changes, European integration processes and post-war reconstruction of Ukraine. <i>Aims of training:</i> training specialists in public management and administration who are able to solve complex tasks and problems in the field of public management and administration. <i>Theoretical content of the subject area:</i> scientific concepts (theories) of public management and administration, in particular at the highest, central, regional and local levels of government. <i>Methods, techniques and technologies:</i> scientific knowledge, management and decision-making, analytical information processing, institutional, instrumental, functional, organizational, technological and legal support, e-governance, systems analysis, modeling, forecasting and design. <i>Tools and equipment:</i> information and analytical tools, systems to support the adoption and implementation of management decisions, specialized software
<i>Orientation of the educational program</i>
Educational and professional.
<i>The main focus of the educational program</i>
General education in specialty D4 Public Management and Administration. The educational and professional program is aimed at developing in higher education applicants the professional competencies necessary to perform public management and administrative functions in the context of digital transformation, institutional changes, European integration processes, and post-war reconstruction of communities and territories of Ukraine. The program provides the acquisition of theoretical knowledge and practical skills in public policy analysis, rulemaking, strategic planning, change management, e-governance, organization of public authorities, and establishment of effective communications between public servants and representatives of the public, international partners, and other subjects of public relations. <i>Key words:</i> public management, public administration, public policy, strategic management, public service, digital transformation, European integration processes, post-war reconstruction of communities and territories.
<i>Program features</i>
Practice-oriented approach to the employers' current needs and other stakeholders, in particular central and local government bodies, local self-government bodies, civil society institutions, and other entities active in the field of public management and administration. An important component of the program implementation 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 community, in the educational process.

4 - EMPLOYABILITY AND FURTHER LEARNING

Employability

- in positions in central and local government bodies;
- in positions in local government bodies;
- in positions in structures of non-state actors of civil society and public organizations;
- in managerial and specialist positions at enterprises, institutions and organizations of state and municipal ownership;
- in managerial and administrative positions in international organizations and their representative offices in Ukraine.

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

1120. Senior officials of state authorities

1120.2 Senior officials of local state authorities.

1143.2 Senior officials of other self-governing organizations.

1143.5 Senior officials of local self-government bodies.

1229.1 Managers of the apparatus of central government bodies.

1229.3 Managers of the apparatus of local government bodies and local self-government.

1229.7 Managers of other main divisions in other areas of activity.

1238 Project and program managers.

2310. University and higher education teachers.

2419 Civil service professionals

2419.3. Civil service and local government professionals.

3436.1 Assistants to heads of enterprises, institutions and organizations.

A graduate may hold other positions in accordance with professional job titles characterized by special professional competencies.

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 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 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 provides for the assessment of students' theoretical preparation during work in seminar classes and acquired practical skills during the completion of laboratory/practical work tasks.

Summative control – control measures that provide for establishing compliance (measurement, evaluation) of the learning outcomes achieved 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 examination.

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

6 - PROGRAMME COMPETENCES

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 uncertainty of conditions and requirements.

General Competencies (GCs)

GC 01	The ability for abstract thinking, analysis and synthesis.
GC 02	The ability to work in a team, motivate people and move towards a common goal, be a leader, and act socially responsible and conscious.
GC 03	Ability to develop and manage projects.
GC 04	The ability to improve and develop professional, intellectual and cultural levels.
GC 05	Ability to make informed decisions and use modern communication technologies.
GC 06	Ability to communicate professionally in a foreign language.
GC 07	The ability to generate new ideas (creativity).

Special (professional, subject) competencies (SCs)

SC 01	The ability to establish social interaction, cooperation, prevent and resolve conflicts.
SC 02	The ability to organize the activities of public administration bodies and other public sector organizations.
SC 03	The ability to organize information and analytical support for management processes using modern information resources and technologies, in particular, to develop measures for the implementation of e-government in various areas of public management and administration.
SC 04	Ability to identify sustainable development indicators at the higher, central, regional, local and organizational levels.
SC 05	The ability to represent public administration bodies in relations with other state bodies and local governments, public associations, enterprises, institutions and organizations regardless of ownership, and citizens and to

	establish effective communications with them.
SC 06	Ability to carry out professional activities taking into account the needs of ensuring the national security of Ukraine.
SC 07	The ability to independently prepare draft regulatory legal acts, analytical reports, proposals, reports, and provide expert assessment of regulatory legal acts at various levels of public governance and administration.
SC 08	Ability to develop strategic documents for the development of socio-economic systems at the highest, central, regional, local and organizational levels.
SC 09	Ability to carry out scientific and research activities in the field of public management and administration.
SC 10	The ability to make informed management decisions taking into account issues of European and Euro-Atlantic integration.
SC 11	<i>The ability to carry out professional activities in the field of public management and administration in the context of post-war reconstruction of the state, to participate in the development and implementation of reconstruction policies and programs, and to coordinate the interaction of state authorities, local governments, civil society, and international partners.</i>
7 - PROGRAM LEARNING OUTCOMES	
LO01	Know the theoretical and applied principles of developing and analyzing public policy, the foundations and technologies of making managerial decisions.
LO 02	Solve complex tasks of public management and administration, taking into account the requirements of the law, identify legal conflicts and problems, and develop draft regulations to eliminate them.
LO 03	Know the basic principles of national security and be able to prevent and neutralize challenges and threats to the national interests of Ukraine within the limits of their professional competence.
LO 04	Use modern statistical methods, models, digital technologies, and specialized software to solve complex problems of public management and administration.
LO 05	Identify priority areas for the implementation of e-government and the development of e-democracy.
LO 06	Manage effectively innovations, resources, risks, projects, changes, quality, apply modern models, approaches and technologies, and international experience in designing and reorganizing management and general organizational structures.
LO 07	Be able to develop national/regional program documents for the development of public administration, using systems analysis and a comprehensive approach, as well as teamwork methods.
LO 08	Be able to communicate effectively, argue your position, use modern information and communication technologies in the field of public management and administration on the basis of social responsibility, legal and ethical norms.
LO 09	Communicate in a foreign language on professional topics, discuss public

	administration problems and research results.
LO 10	Represent public administration bodies and other public sector organizations and present the results of their activities to specialists and the general public.
LO 11	Develop sound management decisions taking into account issues of European and Euro-Atlantic integration, take into account goals, existing legislative, time and resource constraints, and assess the political, social, economic and environmental consequences of decision options.
LO 12	Plan and conduct scientific and applied research in the field of public management and administration, including analysis of the problem, setting goals and objectives, selection and use of theoretical and empirical research methods, analysis of its results, and formulation of substantiated conclusions.
LO 13	<i>Apply knowledge and tools of public management and administration to develop, implement and evaluate policies and programs for the post-war reconstruction of the state, coordinate the interaction of state authorities, local governments, civil society institutions and international partners, taking into account the principles of good governance and European approaches.</i>

8 - RESOURCE SUPPORT FOR PROGRAM IMPLEMENTATION

Academic staff

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 academic title and meet the requirements of the current legislation of Ukraine and the Licensing Requirements for Educational Activities.

Scientific and pedagogical workers have the appropriate level of scientific and professional qualifications, which ensures the high-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 internships or advanced training at least once every five years.

Facilities

Fully complies with 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 classrooms with specialized software, there is a Business Simulation Educational and Scientific Center, which implements the training course “Project Management in Communities”, a Smart Library is operating. A fully inclusive campus environment has been created and the social and household infrastructure of SUTE has been developed.

Information and educational and methodological support

An ECTS Information Package is being developed for each educational program at the university.

Each student, through his personal account of the ACS “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. Programs, work programs, subject 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 SUTE scientific and educational literature, manuscripts of qualification papers and dissertations for obtaining scientific degrees. For the convenience of higher education applicants, the university has developed a Catalog 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.

Education of foreign higher education applicants

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

2. LIST OF EDUCATIONAL PROGRAM COMPONENTS AND THEIR LOGICAL SEQUENCE

2.1. List of EP components

Code	Educational components of the program	ECTS credits	Form of assessment
1	2	3	
<i>Compulsory components</i>			
CC 1.	Public administration	6	Exam
CC 2.	Digital government	6	Exam
CC 3.	Regulatory activity	6	Exam
CC 4.	Strategic management and change management	6	Exam
CC 5.	Public policy analysis	6	Exam
CC 6.	Methodology and organization of scientific research	3	Exam
CC 7.	Professional communication in a foreign language	3	Exam
CC 8.	Public service	6	Exam
CC 9.	Public communications	6	Exam
CC 10.	Organization of activities of public authorities	3	Exam
CC 11.	Practical training	6	credit
CC 12.	Preparation of qualification work and defense	8	defence
CC 13.	EDKI	1	Exam
Total credits for compulsory components :		66	
<i>Elective components</i>			
EC 1.	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
Total credits for elective components :		24	
TOTAL CREDITS FOR 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 SUTE

3. FORM OF CERTIFICATION OF HIGHER EDUCATION GRADUATES

Certification is carried out in the public defense form of the qualification work and a single state qualification exam in the specialty in accordance with the established procedure.

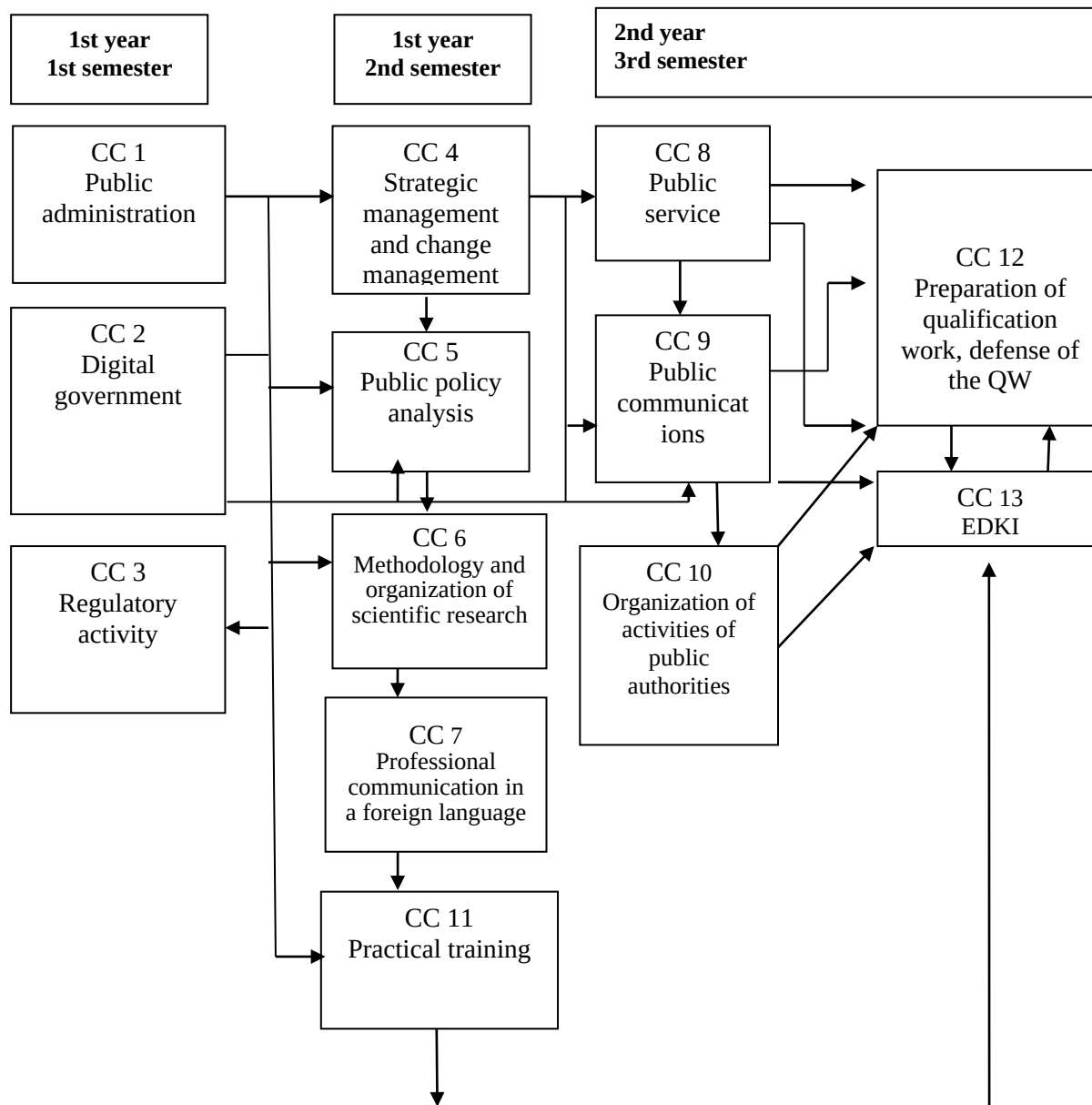
Qualification work should not contain academic plagiarism, fabrication, or falsification.

The qualification work must solve a complex task or problem in the field of public management and administration, which involves conducting research and/or implementing innovations and is characterized by uncertainty of conditions and requirements.

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

The certification exam in the form of a single state qualification exam must assess the compliance of learning outcomes with the requirements of this standard and comply with the organizational requirements for the single state qualification exam established by law.

2.2. Structural and logical diagram of the EP



4. MATRIX OF CORRESPONDENCE OF PROGRAM COMPETENCES TO MANDATORY COMPONENTS OF THE EDUCATIONAL PROGRAM

Components Competencies	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
GC 01	X			X	X	X						X	X
GC 02				X				X		X	X		
GC 03				X		X					X	X	
GC 04								X	X		X	X	
GC 05									X		X	X	X
GC 06							X						
GC 07				X	X	X					X	X	
SC 01				X				X	X		X	X	
SC 02	X							X		X	X	X	
SC 03		X									X	X	X
SC 04		X			X					X	X	X	X
SC 05								X	X	X	X	X	
SC 06	X				X						X	X	
SC 07			X						X		X	X	
SC 08		X									X	X	
SC 09						X					X	X	
SC 10		X			X					X	X	X	
SC 11	X				X					X	X	X	

5. MATRIX OF PROVISION OF PROGRAM LEARNING OUTCOMES BY RELEVANT MANDATORY COMPONENTS OF THE EDUCATIONAL PROGRAM

Components Program 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
PH01	X				X			X		X	X	X	X
PH02	X		X	X	X						X	X	X
PH03	X				X						X	X	X
PH04		X			X	X					X	X	X
PH05	X				X								
PH06		X		X							X	X	
PH07				X				X			X	X	
PH08				X				X	X		X	X	
PH09							X						
PH10					X	X		X	X	X	X	X	
PH11	X				X					X	X	X	X
PH12						X						X	
PH13	X			X	X				X	X	X	X	

Developed by a working group consisting of:

1. Yevsyukova Oksana Volodymyrivna – Professor of the Department of Public Management and Administration, Doctor of Public Administration, Associate Professor, Guarantor of the Educational Program
2. Zaliznyuk Viktoriia Petrivna – Head of the Department of Public Management and Administration, Doctor of Science in Public Administration, Professor, member of the specialty support group
3. Prylipko Serhiy Mykhailovych – Professor of the Department of Public Management and Administration, Doctor of Public Administration, Associate Professor, Member of the Specialty Support Group
4. Tyrus Bohdan Yuriyovych – Candidate of Sciences in Public Administration, Head of the Department for Relations with the Verkhovna Rada of Ukraine and the Cabinet of Ministers of Ukraine of the Office of the President of Ukraine
5. Burlakova Ksenia Ihorivna – representative of the RCC of the Faculty of Economics, Management and Psychology
6. Anastasiia Yuriivna Sahayda – first-year student of the second (master's) level of higher education in the specialty D4 “Public Management and Administration”

Reviews - feedback from external stakeholders:

1. **Hryniuk Volodymyr Oleksiyovych** - Professor of the Department of Criminal Enforcement of the Scientific and Educational Institute of Law of the Taras Shevchenko National University of Kyiv, Doctor of Law, Professor
2. **Shchelkunov Volodymyr Ihorovych** - Doctor of Economics, Professor, President of the ICC Ukraine, Academician of the Ukrainian Academy of Sciences, member of the ICC World Council, member of the Government Committee of the Cabinet of Ministers of Ukraine

LIST OF RECOMMENDED ELECTIVE COMPONENTS

Code	Educational components	ECTS credits
EC 1.	Sectoral policy of the state	6
EC 2.	State personnel policy	6
EC 3.	State competition policy	6
EC 4.	Local initiatives	6
EC 5.	Smart - community	6
EC 6.	Local development project management	6
EC 7.	Public Finance Management	6
EC 8.	Management of government programs and projects	6

Change registration sheet

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LETTER OF APPROVAL
of the educational and professional program of SUTE

Aproved

First Vice Rector on Scientific and Pedagogical Work

(signature) Nataliia PRYTULSKA
(initials, surname)

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Aproved

Head of the educational department
SUTE

(signature)

Serhii KAMINSKYI
(initials, surname)

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Aproved

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

_____ Olha KORENYUK
(signature) (initials, last name)

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Aproved

Head of the SUTE specialty support group

(signature) Viktoria ZALIZNYUK

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Professor of the Department of Criminal
Enforcement of the Educational and Scientific
Institute of Law of the Taras Shevchenko
National University of Kyiv, Doctor of Law,
Professor

____ Volodymyr HRYNYUK
(signature)

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Agreed

Faculty/specialty RSC representative

(signature) Kseniia BURLAKOVA

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Aproved

Vice-rector for Research, Pedagogical Activities
and International Relations

_____ Anzhelika HERASYMENKO
(signature) (initials, surname)

_____ 20 _____

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Head of the educational and methodical
department SUTE

(signature) Tetiana BOZHKO
(initials, surname)

_____20_____

Aproved

Head of the Department of Public Management
and Administration, SUTE

(signature) Victoria ZALIZNYUK

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Guarantor of the SUTE educational program

(signature) Oksana YEVSUKOVA

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Doctor of Economics, Professor, President of the ICC Ukraine, Academician of the Ukrainian Academy of Sciences, member of the ICC World Council, member of the Government Committee of the Cabinet of Ministers

____ Volodymyr SHCHELKUNOV
(signature)

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