

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
KYIV NATIONAL UNIVERSITY OF TECHNOLOGIES AND DESIGN

EDUCATIONAL PROFESSIONAL PROGRAM
PUBLIC MANAGEMENT AND ADMINISTRATION

Level of higher education first (bachelor's)

Degree of higher education Bachelor's degree

Field of knowledge 28 Public management and administration

Specialty 281 Public management and administration

Qualification Bachelor of public management and administration

Kyiv 2021

1. Profile of the educational-professional program Public management and administration

1 – General information	
Full name of the institution of higher education and structural unit	Kyiv National University of Technologies and Design. Department of Management and Public Administration.
Higher education degree and qualification in the original language	The level of higher education is the first (bachelor's). Degree of higher education - bachelor. Field of knowledge - 28 Public management and administration. Specialty - 281 Public management and administration.
Type of diploma and scope of educational and professional program	Bachelor's degree, single, 240/180 ECTS credits for a reduced period of study.
Availability of accreditation	Certificate № 1835 dated June 22, 2021, valid until July 1, 2026.
Cycle / level	The National Qualifications Framework of Ukraine is the sixth level
Prerequisites	Complete general secondary education, professional higher education or junior bachelor's degree (junior specialist). According to the Standard of Higher Education in the specialty based on the degree of junior bachelor (OQR of the junior specialist), the University recognizes and recalculates ECTS credits received within the previous educational program of junior bachelor (junior specialist).
Language	English
Term of the educational program	Until July 1, 2026.
Internet address of the permanent placement of the description of the educational program	https://knutd.edu.ua/ekts
2 – The purpose of the educational and professional program	
<p>The main goal is the training of specialists in public administration and administration who have deep knowledge, as well as basic and professional competencies to ensure effective public administration in state and regional authorities, local governments, able to ensure a socially acceptable level of administrative services based on openness, transparency, accountability, professionalism.</p> <p>The main objectives of the program are: Training of specialists in public administration and administration, able to solve complex specialized tasks and practical problems in the field of public administration and administration or in the learning process. Acquisition by them of competences on creation of conditions of maintenance of efficiency of functioning of bodies of public sphere. Orientation of applicants for self-development and self-improvement in the field of professional activity.</p>	
3 – Characteristics of educational and professional programs	
Subject area	<p>The program is focused on the formation of applicants for competencies to acquire deep knowledge, skills, and abilities in the specialty.</p> <p>Compulsory educational components – 75%, of which: disciplines of general training – 30%, vocational training – 44%, practical training – 13%, learning a foreign language – 13%. Disciplines of free choice of students – 25% are selected from the university catalog in accordance with the approved procedure at the University.</p> <p>Objects of study and/or activity: the whole sphere of public administration.</p>

	<p>Theoretical content of the subject area: scientific concepts (theories) of public administration and administration, management at the national, regional and local levels, administration in all spheres of activity.</p> <p>Methods, techniques, and technologies of scientific knowledge, management, and decision-making, analytical information processing, organizational-technological and legal support, e-government, general scientific and specific research methods (computational-analytical, economic-statistical, economic-mathematical, expert evaluation, factual, sociological, documentary, balance, etc.); tools for substantiation of management decisions (economic analysis, simulation, decision tree).</p> <p>Tools and equipment: information and analytical tools, management decision support systems, specialized software.</p>
Orientation of the educational program	Educational and professional program for bachelor's degree.
The main focus of the educational program	<p>The program is focused on the formation of applicants' competencies for the acquisition of deep knowledge, skills and abilities in the specialty 281 Public Administration.</p> <p>Practical focus on solving problems of public administration in the conditions of its transformation, formation of analytical, leadership, administrative competencies of a specialist in the field of public administration.</p> <p>The program develops prospects for training specialists in public administration and administration, taking into account the peculiarities of the functioning of public administration.</p>
Features of the educational program	<p>The program is focused on the modernization of public bodies in accordance with the reforms taking place in Ukraine and the guidelines of European public service standards; takes into account innovative trends in professional training in the field of public administration; provides graduates with a set of competencies based on modern methodological approaches and principles of functioning of the system of state, regional and local government.</p> <p>The structure of the program provides a combination of theory and practice of public administration and administration on the basis of an interdisciplinary approach.</p> <p>It is planned to teach certain disciplines in English.</p>
4 – Suitability of graduates for employment and further study	
Suitability for employment	<p>Graduates are suitable for employment in organizations and institutions operating within all significant economic activities.</p> <p>Can be employed according to the classifier of professions in public authorities, business structures, and the public sector as advisors, consultants to local council secretariats, specialists of executive bodies of local councils, village, settlement councils, and communities, including a public relations specialist, personnel inspector, administrative assistant, state social inspector, administrative secretary, assistant-consultant of the People's Deputy, principal activity officer, assistant head of the enterprise (institution, organization), leading activity inspector, etc.</p>
Further training	Opportunity to study according to the educational-scientific or educational-professional program of the second (master's) level of higher education.

5 – Teaching and assessment		
Teaching and learning	<p>Student-centered and problem-oriented learning, learning through educational, industrial, undergraduate practice and self-study are used. The system of teaching methods is based on the principles of purposefulness, binary - active direct participation of research and teaching staff and students of higher education.</p> <p>Forms of organization of the educational process: lecture; seminar, practical, laboratory classes; practical training; individual work; consultations; development of professional projects (works).</p>	
Evaluation	Oral and written exams, essays, presentations, reports, tests, term papers (project) work.	
6 – Program competencies		
Integral competence (IC)	The ability to solve complex specialized tasks and practical problems in the field of public administration and administration or in the learning process, which involves the application of theories and scientific methods of the relevant field and is characterized by complexity and uncertainty of conditions.	
General Competences (GC)	GC 1	Ability to learn and master modern knowledge.
	GC 2	Ability to exercise their rights and responsibilities as a member of society, to realize the values of civil (free democratic) society and the need for its sustainable development, the rule of law, human and civil rights and freedoms in Ukraine.
	GC 3	Ability to preserve and multiply moral, cultural, scientific values and achievements of society based on understanding 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, techniques and technologies, active recreation and leading a healthy lifestyle.
	GC 4	Ability to be critical and self-critical.
	GC 5	Ability to adapt and act in a new situation.
	GC 6	Ability to work in a team.
	GC 7	Ability to plan and manage time.
	GC 8	Ability to identify, pose and solve problems.
	GC 9	Ability to search, process and analyze information from various sources.
	GC 10	Ability to communicate in the state language both orally and in writing.
	GC 11	Ability to communicate in a foreign language.
	GC 12	Interpersonal skills.
	GC 13	Ability to communicate with representatives of other professional groups of different levels (with experts from other fields of knowledge / activities).
Professional competencies (PC)	PC 1	Ability for social interaction, cooperation and conflict resolution.
	PC 2	Ability to ensure the appropriate level of development and use of management products, services or processes.
	PC 3	Ability to ensure compliance with legal and ethical standards of conduct.
	PC 4	Ability to use modern ICT in the process of preparation and implementation of management decisions.
	PC 5	Ability to use an electronic document management system.

	PC 6	Ability to provide information and analytical support of management processes using modern information resources and technologies.
	PC 7	Ability to develop tactical and operational management plans.
	PC 8	Ability to prepare draft management decisions and implement them.
	PC 9	Ability to implement innovative technologies.
	PC 10	Ability to research and exploration in the field of public administration.
	PC 11	Ability in the working group to conduct applied research in the field of public administration.
7 – Program learning outcomes		
Knowledge and understanding:		
PrLO 1	Know the structure and features of the functioning of public administration and administration.	
PrLO 2	Know the standards, principles and norms of activity in the field of public administration.	
PrLO 3	Know the basic regulations and provisions of legislation in the field of public administration.	
PrLO 4	Understand and use technologies for making, making and implementing management decisions.	
PrLO 5	Know the basics of e-government.	
Application of knowledge and understanding (skills):		
PrLO 6	Use basic knowledge of historical, cultural, political, social, economic principles of society.	
PrLO 7	Be able to organize and participate in volunteer / cultural, educational / sports projects aimed at forming a healthy lifestyle / active citizenship.	
PrLO 8	Be able to use the electronic document management system.	
PrLO 9	Apply norms and rules of professional communication in Ukrainian.	
PrLO 10	Apply quality control methods in the field of professional activity.	
PrLO 11	Use methods of analysis and evaluation of sustainable development programs.	
PrLO 12	Be able to adjust professional activity in case of change of initial conditions.	
PrLO 13	Use data from statistical reporting, accounting and special research in professional activities	
Formation of judgments:		
PrLO 14	Be able to communicate orally and in writing in a foreign language.	
PrLO 15	Be able to search and summarize information, draw conclusions and formulate recommendations within their competence.	
PrLO 16	Be able to establish communication between citizens and public authorities and local governments.	
8 – Resource support for program implementation		
Human resources	All scientific and pedagogical workers who provide educational and professional program qualification correspond to the profile and direction of the taught disciplines, have the necessary experience of pedagogical work and experience of practical work, confirmed level of scientific and professional activity that meets the requirements of licensing conditions. In the process of organizing training, professionals with experience in research / management / innovation / creative work and / or work in the specialty and foreign lecturers are involved.	
Material and technical support	Logistics allows to fully ensure the educational process throughout the training cycle of the educational program: modern information and communication equipment, information systems and software products used in management. The condition of the premises is certified by sanitary and technical passports that comply with current regulations.	

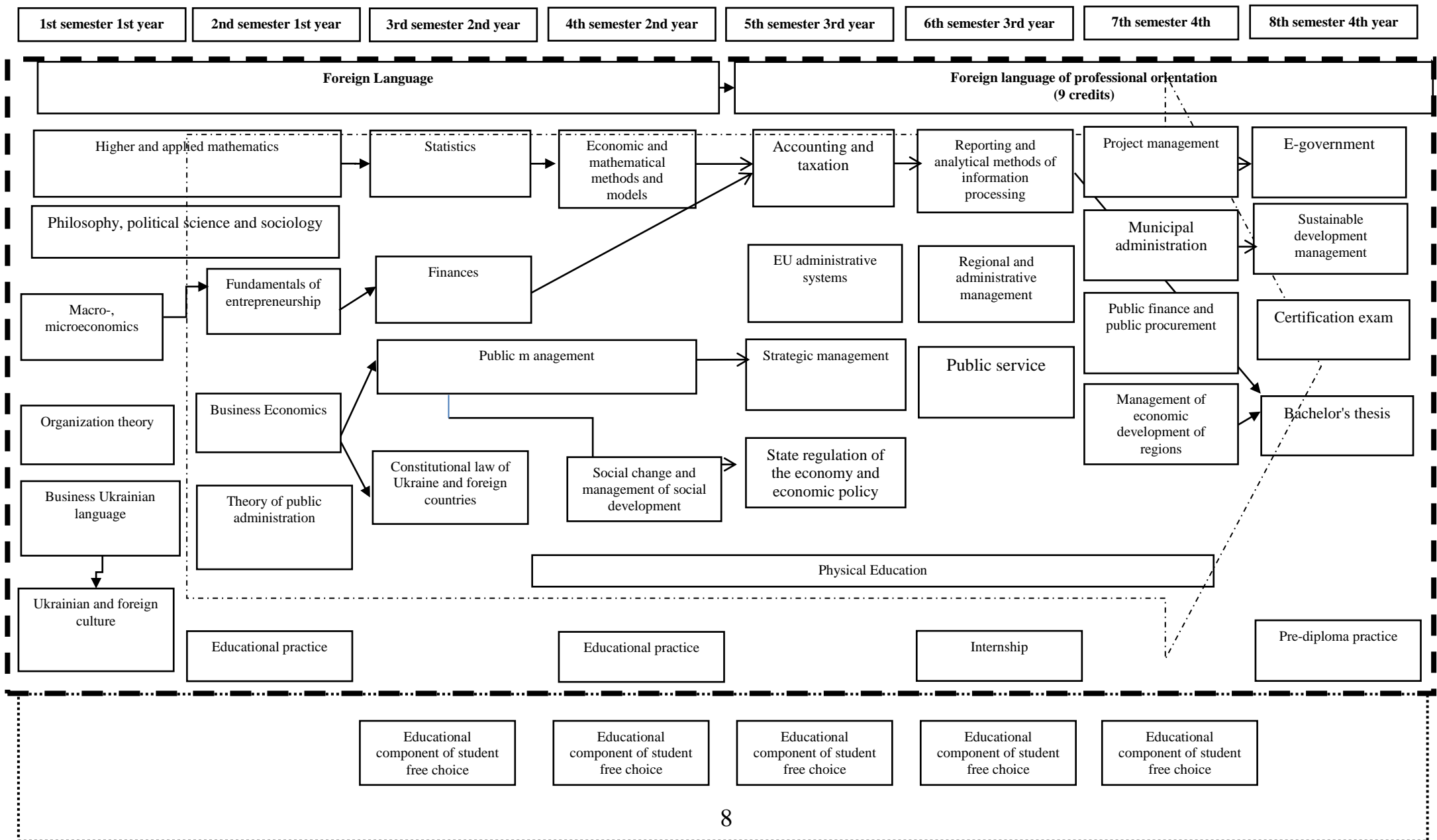
Information and training support	<p>The program is fully equipped with an educational and methodological complex of all components of the educational program, the availability of which is presented in the modular environment of the educational process of the University.</p> <p>The official website http://www.knutd.edu.ua contains information about educational programs, educational, scientific and educational activities, structural units, rules of admission, contacts.</p> <p>Materials of educational and methodical providing of the educational and professional program are stated on the modular environment of educational process http://msnp.knutd.edu.ua.</p> <p>The reading room is equipped with wireless Internet access. All library resources are available through the university library website: http://biblio.co.ua/ and the institutional depository https://er.knutd.edu.ua/</p> <p>Free access through the KNUTD website to the databases of professional periodicals (including in English) is provided by the participation of the university library in the ElibUkr consortium.</p>
9 – Academic mobility	
National credit mobility	Provides for the possibility of academic mobility in some components of the educational and professional program, providing the acquisition of general and professional competencies.
International credit mobility	The program develops prospects for participation in international projects and programs of international academic mobility of all participants in the educational process.
Training of foreign applicants for higher education	Training of foreign applicants for higher education is carried out according to accredited educational programs.

2. The list of components of the educational-professional program and their logical sequence

2.1 List of components of the educational-professional program of the first (bachelor's) level of higher education

Code of educational components	Components of the educational-professional program (academic disciplines, term papers, practices, qualification work)	Number of credits	Form of final control
Required components of the educational program			
General training cycle			
EC 1	Foreign Language (english , german , france)	12	examination
EC 2	Business Ukrainian language	3	test
EC 3	Philosophy, political science and sociology	6	examination
EC 4	Ukrainian and foreign culture	3	test
EC 5	Foreign language of professional orientation	12	examination
EC 6	Higher and applied mathematics	9	examination
EC 7	Physical Education	3/9*	test
Total from the cycle		48	
Cycle of professional training			
EC 8	Theory of state and law	9	exam
EC 9	Macro-, microeconomics	6	exam
EC 10	Fundamentals of entrepreneurship	6	test
EC 11	Theory of public administration	3	exam
EC 12	Statistics	3	exam
EC 13	Finances	3	exam
EC 14	Constitutional law of Ukraine and foreign countries	3	exam
EC 15	Public administration	9	exam
EC 16	Economic and mathematical methods and models	3	exam
EC 17	Social change and management of social development	3	exam
EC 18	Accounting and taxation	6	exam
EC 19	State regulation of the economy and economic policy	3	exam
EC 20	Strategic management	3	exam
EC 21	EU administrative systems	3	exam
EC 22	Reporting and analytical methods of information processing	3	exam
EC 23	Public service	3	exam
EC 24	Regional and administrative management	3	exam
EC 25	Project management	3	exam
EC 26	Municipal administration	3	exam
EC 27	Management of economic development of regions	6	exam
EC 28	Public finance and public procurement	3	test
EC 29	E-government	3	exam
EC 30	Sustainable development management	5	exam
EC 31	Educational practice	12	test
EC 32	Internship	6	test
EC 33	Pre-diploma practice	6	test
EC 34	Certification exam	1	attestation
EC 35	Bachelor's thesis	12	attestation
Total from the cycle		132	
The total amount of required components		180	
Selective components of OP			
ECFC	Educational components of free choice of the student	60	test
The total amount of sample components		60	
TOTAL VOLUME OF THE EDUCATIONAL PROFESSIONAL PROGRAM		240	

2.2 Structural and logical scheme of the educational and professional program Public management and administration in the specialty 281 Public management and administration



3. Form of certification of applicants for higher education

Form of certification of applicants for higher education	Certification is carried out in the form of public defense of the bachelor's thesis and certification exam.
Higher education document	Bachelor's degree with the educational qualification of Bachelor of public management and administration.

4. Matrix of correspondence of program competencies to the components of the educational-professional program

ШИФР	GC 1	GC 2	GC 3	GC 4	GC 5	GC 6	GC 7	GC 8	GC 9	GC 10	GC 11	GC 12	GC 13	PC 1	PC 2	PC 3	PC 4	PC 5	PC 6	PC 7	PC 8	PC 9	PC 10	PC 11	
EC 1	+				+						+		+	+			+						+		
EC 2	+									+		+	+												
EC 3	+	+	+					+				+	+	+		+							+		
EC 4	+	+	+	+						+		+	+	+		+									+
EC 5	+										+			+											
EC 6	+		+						+											+					
EC 7			+																						
EC 8	+	+	+					+							+	+									
EC 9	+				+			+	+						+					+	+		+		
EC 10	+	+		+	+	+	+		+			+	+	+											
EC 11	+	+	+			+		+						+	+										
EC 12	+		+					+	+											+			+		
EC 13	+				+			+	+			+	+		+					+			+		
EC 14	+		+						+						+		+	+	+				+		
EC 15	+	+			+						+	+	+			+									
EC 16	+			+	+	+	+			+	+			+	+	+					+	+	+		
EC 17	+			+	+	+	+			+	+			+		+									
EC 18	+								+			+	+							+					
EC 19	+		+		+				+					+	+					+	+	+	+		
EC 20	+			+	+			+	+						+					+	+	+	+		
EC 21	+				+										+								+	+	+
EC 22	+			+				+	+			+	+							+			+		
EC 23	+	+				+	+			+	+			+		+									
EC 24	+		+			+	+							+											
EC 25	+				+	+								+	+					+		+	+	+	+
EC 26	+				+	+		+				+	+	+							+			+	
EC 27	+		+		+			+	+				+							+	+	+	+	+	+
EC 28	+							+	+				+			+				+			+	+	
EC 29	+			+												+	+	+	+				+	+	
EC 30	+		+		+				+						+						+			+	
EC 31	+				+	+		+	+	+		+	+		+		+	+	+				+	+	+
EC 32	+				+	+		+	+	+		+	+		+		+	+	+				+	+	+
EC 33	+				+	+		+	+	+		+	+		+		+	+	+				+	+	+
EC 34							+			+															
EC 35	+			+	+	+	+	+	+	+		+			+		+	+	+	+	+	+	+	+	+

5. Matrix for providing program learning outcomes with relevant components of the educational-professional program

ШКОП	PRLO1	PRLO2	PRLO3	PRLO4	PRLO5	PRLO6	PRLO7	PRLO8	PRLO9	PRLO10	PRLO11	PRLO12	PRLO13	PRLO14	PRLO15	PRLO16
EC 1							+									
EC 2						+									+	
EC 3						+							+			
EC 4						+									+	
EC 5							+									
EC 6										+		+				+
EC 7								+								
EC 8	+	+	+			+					+					
EC 9										+		+				
EC 10										+						
EC 11	+	+		+						+	+					
EC 12		+								+				+		
EC 13										+				+		
EC 14									+					+		
EC 15	+	+	+			+										
EC 16	+	+		+						+	+		+			+
EC 17	+	+		+							+		+			
EC 18										+			+	+		+
EC 19	+	+											+			
EC 20		+		+									+			
EC 21	+	+				+					+					+
EC 22										+				+		+
EC 23	+	+		+						+	+		+			+
EC 24	+	+		+						+			+			
EC 25	+	+		+						+						+
EC 26	+	+		+						+	+		+			+
EC 27	+	+		+						+	+					
EC 28	+	+								+						+
EC 29	+	+		+	+				+							+
EC 30	+	+		+								+	+			
EC 31	+	+	+						+		+		+		+	+
EC 32	+	+	+						+		+		+		+	+
EC 33	+	+	+						+		+		+		+	+
EC 34	+	+	+			+		+	+		+		+		+	+
EC 35	+	+	+			+		+	+		+		+		+	+