

BORYS GRINCHENKO KYIV UNIVERSITY

«APPROVED»

Decision of the Academic Council,
Borys Grinchenko Kyiv University

October 25, 2021, Protocol No.10

The Head of the Academic Council, Rector
Viktor Ogneviuk

Programme of Study (Vocational) (Training of Foreigners)

Management of Organizations and Administration

Level Two (Master) of higher education

Field of Knowledge: **07 Management and Administration**

Speciality: **073 Management**

Qualifications: **Master of Management**

Enacted since 01 September 2022
(21 October 2021, Order No.)

LETTER OF APPROVAL
Programme of Study (Vocational)
(Training of Foreigners)
Management of Organizations and Administration

The Chair of Management
Protocol No. 9, September 13, 2021

The Head of the Chair _____ Liudmyla Ilich

The Academic Council of the Faculty of Law and International Relations
Protocol No. 9, October 20, 2021

The Head of the Academic Council _____ Alla Myhatska

SRL Education Internationalization

The Head of the SMC of Standardization
and Quality Education _____ Olha Leontieva

_____, 2021

Vice-Rector on Academic Affairs _____ Oleksii Zhyltsov

_____, 2021

PREAMBLE

Programme of Study (Vocational) “Management of Organizations and Administration” is developed on the basis of the Law of Ukraine “On Education”, “On Higher Education” and the Standard of Higher Education in specialty 073 Management for the second (master’s) level of higher education (approved and put into effect by the Ministry of Education and Science of Ukraine from July 10, 2019, No 959), taking into account the order No 769 of the Ministry of Education and Science of Ukraine from July 5, 2021”On Approval of Guidelines for Improving Programmes of Study for Training Foreigners and Stateless People in Ukrainian Higher Education Institutions with Regard to Peculiarities of their Training”.

Developed by a project group consisting of:

The head of the project group (guarantor of the programme of study):

Svitlana Kozhemiakina, Professor of the Chair of Management of Borys Grinchenko Kyiv University, Doctor of Economic Sciences, Professor

Members of the project group:

Liudmyla Ilich, Head of the Chair of Management of Borys Grinchenko Kyiv University, Doctor of Economic Sciences, Associate Professor

Kateryna Kraus, Associate Professor of the Chair of Management of Borys Grinchenko Kyiv University, Candidate of Economic Sciences, Associate Professor

Olena Akilina, Assistant Professor of the Chair of Management of Boris Grinchenko University, Candidate of Economic Sciences, Associate Professor

Anhelina Ivashkevych, Applicant of the programme, group ММ-1-120-1.4д, Faculty of Informational Technologies and Management of Borys Grinchenko Kyiv University

The programme of study is implemented from November 1, 2021

Actualized:

Date of Review of the PS			
Signature			
Name of the PS guarantor			

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I. PROFILE OF THE PROGRAMME OF STUDY (VOCATIONAL)
073.00.01 Management of Organizations and Administration
Specialty 073 Management

1 – General information	
The full name of the higher education institution and the structural unit	Borys Grinchenko Kyiv University Faculty of Information Technologies and Management
Level of higher education	Level Two (Master)
Degree of higher education	Master
Field of Knowledge	07 Management and Administration
Speciality	073 Management
Programme of study	073.00.01 Management of Organizations and Administration
Qualification	Master of Management
Qualification in diploma	Degree of higher education: Master Speciality: Management Programme of Study: Management of Organizations and Administration
Form of study	Full-time
Language (s) of teaching	English
Cycle / Level	Level 7 of the National Qualification Framework of Ukraine, FQ-EHEA – 2 cycle, EQF-LLL – level 7
Type of diploma and term of study according to the programme	90 credits ECTS Master`s degree, unitary term of study: 1 year 4 months
The education level required to commence study under the programme	bachelor's degree English level not lower than B1
Availability of accreditation	Ministry of Education and Science of Ukraine Certificate (YK №11007609) on accreditation of programme of study “Management of Organizations and Administration” Level Two (Master) of higher education Certificate is valid till July 1, 2024
Internet address of the permanent placement of the description of the programme of study	https://kubg.edu.ua/informatsiya/vstupnikam/napryami-pidgotovki/magistr.html
2 - The purpose of the programme of study (vocational)	
Training of management professionals with wide access to employment, able to independently solve complex specialized tasks and practical problems in the process of professional activity focused on the applied realization of the mission of serving people, community, society	
3 - Characteristics of the programme of study	
Subject area	<i>Objects of study:</i> management of organizations and their departments. <i>Objectives of the training:</i> training of specialists capable to identify and solve complex tasks and problems in the field of management or in the process of learning, which involve carrying out research and / or implementation of innovation and are characterized by uncertainty of conditions and requirements. <i>Theoretical content of the subject area:</i> - paradigms, laws, patterns,

	<ul style="list-style-type: none"> - principles, historical preconditions of management development; - concepts of system, situational, adaptive, anticipative, anti-crisis, innovation, project management, etc. ; - functions, methods, technologies and management decisions in management. <p><i>Methods, techniques and technologies:</i></p> <ul style="list-style-type: none"> - general scientific and specific research methods (computational-analytical, economic-statistical, economic-mathematical, expert evaluation, factual, sociological, documentary, balance sheet, etc.); - methods of implementation of management functions (methods of marketing research; methods of economic diagnostics; methods of forecasting and planning; methods of designing organizational management structures; methods of motivation; control methods; methods of assessing social, organizational and economic efficiency in management, etc.); - methods of management (administrative, economic, socio-psychological, technological); - technologies for substantiation of management decisions (economic analysis, simulation, decision tree, etc.). <p><i>Tools and equipment:</i> modern information and communication equipment, information systems and software products used in management.</p>
Size and Structure of the Programme	<p>The ratio of compulsory (general and professional) and optional parts of the programme:</p> <p>Compulsory part - 67 ECTS credits, 74.4%: disciplines are aimed at the formation of general and special (professional, subject) competencies (49 credits), practice - 12 credits, attestation - 6 credits.</p> <p>Elective part - 23 ECTS credits, 25.6%: free choice of educational components.</p>
Academic rights of graduates	<p>They have the right to continue their education at level three (educational and scientific) of higher education. Acquisition of additional qualifications in the system of postgraduate education.</p>
4 - Eligibility of graduates to employment and further studying	
Employment	<p>Areas of professional activity include:</p> <ul style="list-style-type: none"> – enterprises of any organizational and legal form (commercial, non-commercial, public, municipal, private), in which graduates work as executors or junior managers in departments and divisions of management (marketing, sales, strategic planning, finance, human resources); – small businesses in which graduates work as managers; – state and local government bodies; – structures in which graduates are entrepreneurs who create and develop their own business.
5 – Teaching and assessment	
Teaching and learning	<p>Based on the principles of student-centeredness and individual-personality approach; are implemented through studies based on research, strengthening practical orientation and creative orientation in the form of a combination of lectures, practical classes, independent study and research work using the</p>

	<p>elements of distance learning, trainings, master classes of leading managers, game simulation technologies, case study, team work.</p> <p>Problem-oriented learning; independent work on the basis of educational literature, tests, calculation-analytical and situational tasks; preparation and protection of qualification master's work, consultations with teachers; scientific conferences, etc.</p>
Assessment	<p>Cumulative rating system which provides for the assessment of students for all types of classroom and extracurricular educational activities in the form of incoming, intermediate, final (semester) control, as well as attestation.</p> <p>Intermediate control (oral examination, presentations, essays, written express control / computer testing, accomplishing situational test, calculation-analytical and analytical tasks), final semester control (tests, exams in oral, written (testing), combined forms, defence of practice reports), attestation (defence of master's thesis).</p> <p>Assessment of students is carried out in accordance with the Unified system of assessment of academic achievement of students in Borys Grinchenko Kyiv University.</p>
6 - Programme competencies	
Integral Competence	<p>Ability to solve complex tasks and problems in the field of management or in the process of learning that involves research and / or innovation and is characterized by uncertainty of conditions and requirements.</p>
General competencies (GC)	<p>GC1-Ability to conduct research at the appropriate level.</p> <p>GC2 - Ability to communicate with representatives of various professional groups (with experts from other fields of knowledge / types of economic activity).</p> <p>GC3 - Skills in using information and communication technologies.</p> <p>GC4 - Ability to motivate people to move towards a common goal.</p> <p>GC5 - Ability to act on the basis of ethical considerations.</p> <p>GC6 - Ability to generate new ideas (creativity).</p> <p>GC7 - Ability to abstract thinking, analysis and synthesis.</p>
Professional competencies (PC)	<p>PC1 - Ability to choose and use concepts, methods and tools of management, including in accordance with international standards;</p> <p>PC2 - Ability to to set values, visions, mission, goals and criteria by which the organization determines further directions of development, develop and implement relevant strategies and plans;</p> <p>PC3 - Ability to self-development, lifelong learning and effective self-management;</p> <p>PC4 - Ability to effectively use and develop the organization's resources;</p> <p>PC5 - Ability to create and organize effective communication in the management process;</p> <p>PC6 - Ability to form leadership qualities and demonstrate them in the process of managing people;</p> <p>PC7 - Ability to develop and manage projects, to demonstrate initiative and entrepreneurship;</p>

	<p>PC8 - Ability to use psychological technologies of work with personnel;</p> <p>PC9 - Ability to analyse and structure organizational problems, to make effective managerial decisions and to provide conditions for their implementation;</p> <p>PC10 - Ability to manage the organization and its development.</p>
7 – Programme learning outcomes	
<p>PLO1 - Critically comprehend, select and use the necessary scientific, methodological and analytical tools for management in unpredictable conditions.</p> <p>PLO2 - Identify problems in the organization and justify methods for their solving.</p> <p>PLO3 - Design effective management systems for organizations.</p> <p>PLO4 - Substantiate and manage projects, generate business ideas.</p> <p>PLO5 - Planning the organization’s activities in strategic and tactical sections.</p> <p>PLO6 - Have the skills to make, justify and ensure the implementation of managerial decisions in unpredictable conditions taking into account the requirements of law, ethical considerations and social responsibility.</p> <p>PLO7 - Organize and carry out effective communication within the team, with representatives of various professional groups and in the international context.</p> <p>PLO8 - Use specialized software and information systems to solve problems of organization management.</p> <p>PLO9 - Be able to communicate in professional and scientific environment in the state and foreign languages.</p> <p>PLO10- Demonstrate leadership skills and the ability to work in a team, interact with other people, influence their behaviour to solve professional problems.</p> <p>PLO11 – Have the ability to self-development and time management.</p> <p>PLO12 – Be able to delegate authority and management of the organization (unit).</p> <p>PLO13 – Be able to plan and implement information, methodological, material, financial and personnel support of the organization (unit).</p>	
8 - Resource support for the implementation of the program	
Staff support	<p>Staff support of the programme of study consists of the teaching staff of the Chair of Management, Faculty of Informational Technologies and Management. Teaching of some disciplines is performed by teaching staff of Chair of Public and Private Law, Chair of Foreign Languages (Faculty of Law and International Relations); Chair of Ukrainian language (Institute of Philology).</p> <p>Teaching subjects in English is carried out by scientific and pedagogical workers who speak English at the level not lower than B2, as evidenced by the relevant documents.</p> <p>The practical orientation of the programme involves a wide participation of specialists, which corresponds to the direction of the programme and strengthens the synergistic connection of theoretical and practical training.</p> <p>Teaching staff that ensures the programmes implementation meets the requirements set by the licensing conditions of educational activities of educational institutions.</p>
Material and technical support	<p>Organization of the educational process is ensured primarily:</p> <ul style="list-style-type: none"> - an area sufficient for conducting all kinds of training sessions and extracurricular activities, in particular, all classrooms are equipped with SMART-boards or projectors; - computer classes; - availability of the library and the reading room with necessary educational-methodical literature;

	<p>- modern technical equipment.</p> <p>The areas of the premises used in the educational process meet the requirements of accessibility, sanitary norms, and fire safety regulations. There are own objects of social and household infrastructure (dining room, cafeterias, assembly halls, sports halls, stadium, sports grounds, medical center, swimming pool, dormitories).</p> <p>The existing material and technical base provides an opportunity to provide a complete training of masters in management according to the programme of study.</p>
Information, educational and methodological support	<ul style="list-style-type: none"> - Official website of Borys Grinchenko Kyiv University https://kubg.edu.ua/, which contains the information about programmes of study, educational and scientific activities, structural units, admission rules, contacts, etc. - Digital campus https://digital.kubg.edu.ua/, which contains information about all digital education services, digital science with access to various platforms. digital management of normative bases, registers, document circulation. image and leadership, digital space with personal accounts and corporate mail, university infrastructure. - University e-learning system (Moodle). - services for the organization of online classes: Google Meet (corporate), Google Chat, Google Hangouts, Google Classroom. - Wireless Internet access points. - Library, reading rooms. - Electronic library, repository http://elibrary.kubg.edu.ua/. - Access to electronic scientific databases Scopus, Web of Science, EBSCO etc. - Training and working curricula. - Schedule of the educational process. - Programmes of study of academic disciplines. - Programmes of practice. - Methodical recommendations for writing and designing a qualifying master's thesis, etc.
9 - Academic mobility	
National Credit Mobility	
International Credit Mobility	
Training of foreign applicants	<p>The license provides for the training of foreigners and stateless people. The learning process is conducted in English, so citizens of other countries who speak English at level not lower than B1 can receive education according to this programme of study.</p>

II. The List of the Components of the Programme of Study (vocational) and Their Logical Coherence

2.1. The List of the components of the PS

Component Code	Code of academic discipline	Components of the Programme of Study (academic discipline, practice, degree paper)	Credits ECTS	The Form of the Final Assessment
1		2	3	4
I. Compulsory components OP				
CC.01	ОД.01	Methodology, methods and instruments of scientific research	4	Credit
CC.02	ОД.02	ICT in management and business	4	Exam
CC.03	ОД.03	English in business communications	6	Exam
CC.04	ОД.04	Fundamentals of business law	5	Exam
CC.05	ОД.05	Business mediation	4	Credit
CC.06	ОД.06	Team management	4	Exam
CC.07	ОД.07	Corporative management	6	Exam
CC.08	ОД.08	Change management	6	Exam
CC.09	ОД.09	Quality management	4	Credit
CC.10	ОД.10	Ukrainian as a foreign language	6	Exam
CC.11	ОП.01	Productive Practice	12	Credit
CC.12	ОА.1	Master's thesis	6	Defence
Total for theoretical training			67	-
II. Elective components of PS (Appendix 1)				
<i>Elective block 1 – Project Management</i>				
OC. 1	БД.1.01	System approach in project activity	4	Credit
OC. 2	БД.1.02	Strategic planning of programmes	4	Credit
OC. 3	БД.1.03	Strategic marketing	4	Credit
OC. 4	БД.1.04	Project management technology	6	Credit
OC. 5	БД.1.05	Monitoring and evaluation of projects and programmes	5	Credit
<i>total</i>			23	
<i>Elective block 2 – Project Management</i>				
OC. 1	БД.2.01	Advanced Ukrainian / English course (optional)	19	Credit
OC. 2	БД.2.02	Ukraine in the World	4	Credit
<i>total</i>			23	
<i>Elective block 3</i>				
OC	БД.3	Choice of disciplines from the course catalogue for the appropriate number of credits	23	Credits
<i>total</i>			23	
Total amount of elective components			23	
TOTAL AMOUNT OF THE PROGRAMME OF STUDY			90	

2.2 Structural Logical Scheme of the Programme of Study

1 term,
18 credits

Ukrainian as a foreign
language

Methodology, methods
and instruments of
scientific research

ICT in management and
business

English in business
communications

Fundamentals of
business law

Business mediation

2 term,
36 credits

Ukrainian as a foreign
language

English in business
communications

Team management

Corporative
management

Change management

Quality management

Optional components

Productive Practice

3 term,
36 credits

Ukrainian as a foreign
language

English in business
communications

Quality management

Elective components

Productive Practice

Preparation and defence
of Master's thesis

III. Form of Attestation of Higher Educational Learners

The attestation of graduate students of the programme of study (vocational) “Management and Administration”, Specialty 073 “Management” is carried out in the form of master's thesis defence.

The attestation is performed openly and publicly.

The defence of master's thesis involves solving a complex task or a problem in the field of management, a task or a problem in the field of management that requires conducting research and / or innovation and is characterized by complexity and uncertainty of conditions, using theories and methods of economics.

The master's thesis is checked for plagiarism. It should not contain academic plagiarism, fabrication and / or falsification, copying.

The qualifying master's thesis is published on the University website (in the institutional repository).

For the successful completion of the programme of study, graduate students are given the document of the state standard.

IV. Matrix of the Programme Competence Compliance with the Programme Components

	CC.1	CC.2	CC.3	CC.4	CC.5	CC.6	CC.7	CC.8	CC.9	CC.10	CC.11	CC.12
GC 1	+								+		+	+
GC 2			+	+	+	+			+	+	+	+
GC 3	+	+	+		+						+	+
GC 4						+					+	
GC 5					+	+						
GC 6		+				+	+	+			+	+
GC 7				+						+	+	+
PC 1	+			+	+		+		+		+	+
PC 2							+	+	+		+	+
PC 3	+		+			+				+		+
PC 4				+			+	+	+		+	+
PC 5		+	+		+	+						+
PC 6						+					+	
PC 7											+	+
PC 8					+	+						
PC 9					+		+	+	+		+	+
PC 10					+		+	+				+

V. Matrix of Providing Programme Learning Outcomes with the Relevant Programme Components

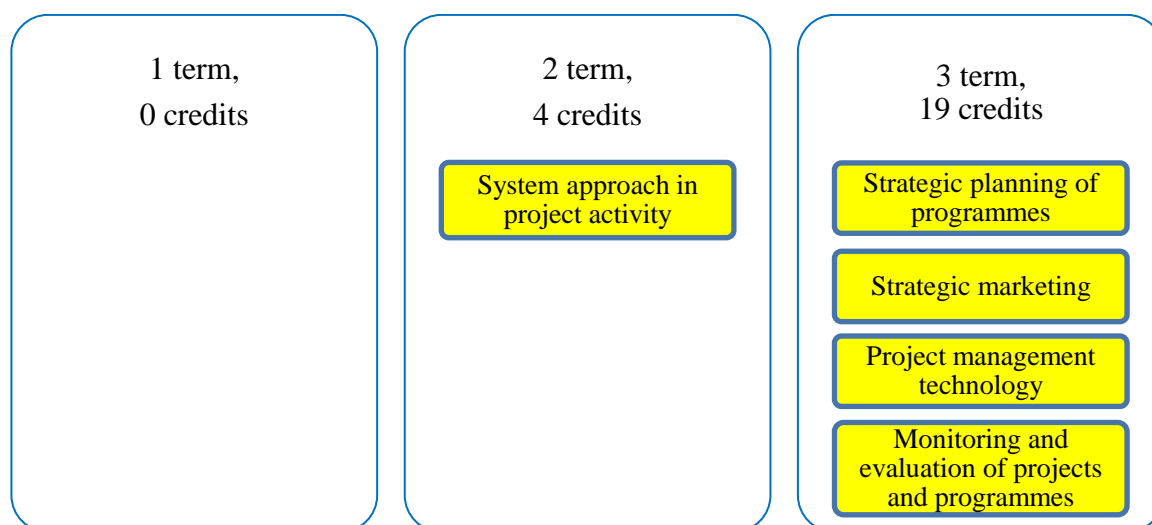
	CC.1	CC.2	CC.3	CC.4	CC.5	CC.6	CC.7	CC.8	CC.9	CC.10	CC.11	CC.12
LO.1	+				+			+				
LO.2					+		+	+	+		+	+
LO.3		+									+	+
LO.4						+	+				+	+
LO.5							+				+	+
LO.6				+	+	+		+	+			+
LO.7		+	+	+	+	+		+	+	+		
LO.8		+										+
LO.9			+			+				+		
LO.10					+	+						
LO.11						+						+
LO.12						+		+	+			
LO.13	+			+	+							+

Appendix 1 – Elective Part of Programme of Study

In Borys Grinchenko Kyiv University, students exercise the right to free choice of disciplines, granted in paragraph 15 of the first part of Article 62 of the Law of Ukraine "On Higher Education", in accordance with the Regulations on the procedure and conditions of choice of disciplines, approved by order No 642 from November 25, 2016.

1. Elective Block 1 – Project Management

The student's choice of the block "Project Management" creates conditions for deepening and expanding professional knowledge within the chosen programme of study. The following block of disciplines is offered for studying.



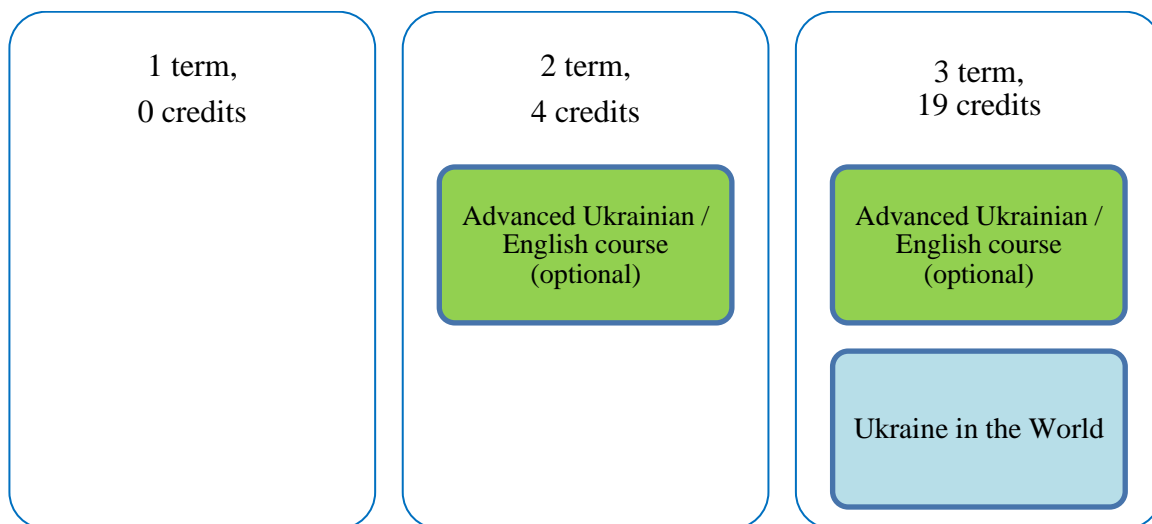
Matrix of the Programme Competence Compliance with the Optional Components of Block 1					
	OC1	OC2	OC3	OC4	OC5
GC 1	+	+	+		
GC 2				+	
GC 3			+		
GC 6				+	
GC 7	+		+		+
PC 1		+	+		
PC 2		+	+		
PC 4	+	+		+	+
PC 5			+		
PC 7	+	+		+	+
PC 8					
PC 9	+	+	+	+	+
PC 10		+			

Matrix of the Programme Learning Outcomes Compliance with the Optional Components of Block 1					
	OC1	OC2	OC3	OC4	OC5
LO.1	+	+	+	+	
LO.2			+		+
LO.3	+	+		+	
LO.4	+		+	+	+
LO.5	+	+	+	+	
LO.6				+	
LO.7			+		
LO.12				+	
LO.13	+	+	+		

2. Elective Block 2

The student's choice of the block 2 creates conditions for deepening communicative competence by increasing the level of proficiency in Ukrainian or English (optional) within the chosen programme of study.

For getting acquainted with Ukrainian culture, history, traditions, the study of the discipline "Ukraine in the World" is offered.



3. Elective Block 3 – Choice from the Course Catalogue

The choice of disciplines from the catalogue of courses takes into account students' own needs and interests in future professional activity and allows them to deepen their knowledge and gain additional general and general professional competencies within related specialties and fields of knowledge and / or get acquainted with the current level of research in other fields, and expand or deepen knowledge of general competencies.