

BORYS GRINCHENKO KYIV UNIVERSITY

«APPROVED»

Decision of the Academic Council,
Borys Grinchenko Kyiv University

25 May 2017, Protocol No.5

The Head of the Academic Council, Rector
Viktor Ogneviuk

Programme of Study (Vocational)

281.00.01 Public Administration Level Two (Master) of higher education

Field of Knowledge:	21 Public Administration and Management
Speciality:	281 Public Administration and Management
Qualifications:	Master of Public Administration and Management

Enacted since 01 September 2017
(Order No 348 dated May 26, 2017)

Kyiv – 2017

LETTER OF APPROVAL
Programme of Study (Vocational)

The Chair of Management
Protocol No 9 dated March 5, 2018

The Head of the Chair _____ Valentyna Hladkova

The Academic Council of the Faculty of Informational Technologies and
Administration
Protocol No 7 dated March 19, 2017

The Head of the Academic Council _____ Alla Mykhatska

The Head of the SMC of Standardization and Quality
Education _____ Olha Leontieva
_____ 2017

Vice-Rector on Academic Affairs _____ Oleksii Zhyltsov
_____ 2017

Vice-Rector for Research
_____ Nataliia Vinnikova
_____ 2017

PREAMBLE

There is no higher education standard. It conforms to the Draft Standard on specialty 281 Public Administration and Management for level two (master) of higher education and the interim standard of the Borys Grinchenko Kyiv University to the enactment of the officially approved standard of higher education.

The programme of study (vocational) developed by the project group:

*Natalya Orlova, PhD in Public Administration, Professor, Professor of the The Chair of Management
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*Tetyana Pospyelova, PhD in Public Administration, Associate Professor, Professor of the The Chair of Management
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External Reviewers:

*Svitlana Chukut, PhD in Public Administration, Professor, Acting Head of The Chair of Theory and Practice of Management
National Technical University of Ukraine «Kyiv Polytechnic Institute»*

*Nina Didenko, PhD in Public Administration, Professor, Head of The Chair of Public Service and Educational Management
University of Educational Management*

Reviews of the Representatives of Professional Associations/Employers:

Volodymyr Udovychenko, Chairman of Coordination Council of the Foundation for the Promotion of Local Self-Government of Ukraine, President of All-Ukrainian Public Association "Club of mayors", Representative of Ukraine in the Congress of Local and Regional Authorities of the Council of Europe, Doctor of Economics, Professor

This educational program is introduced for the first time

The term for viewing the educational program - every 3 years

Actualized:

Date of Review of the PS /Amendments to PS			
Signature: _____			
PS Guarantor			

I. Profile of the programme of study (vocational)
281 Public Administration and Management

1 - General information	
The full name of the higher education institution and the structural unit	Borys Grinchenko Kyiv University The Faculty of Informational Technologies and Administration The Chair of Management
Degree of higher education	Master
Official name of the programme of study	281.00.01 Public Administration
Type of diploma and term of study according to the programme	90 credits ECTS Master degree, unitary term of study: 30 months
Availability of accreditation	Accredited. 2018
Cycle / Level	Level Two (Master) /Level 8 of the National Qualification Framework of Ukraine
The education level required to commence study under the programme	Higher Education
Language (s) of teaching	Ukrainian
Validity of the programme of study	2022
Internet address of the permanent placement of the description of the programme of study	http://kubg.edu.ua/
2 - The purpose of the programme of study (vocational)	
<p>To provide students with advanced training in public administration and management with an emphasis on contemporary theories and approaches that are widely applied in different areas of management science and practice.</p> <p>To provide knowledge and form relevant competencies for further education, research skills development, and professional activities.</p>	
3 - Characteristics of the programme of study	
Subject area	<ul style="list-style-type: none"> - <i>Objects of study and /or activity:</i> The whole sphere of public administration and management - <i>Learning objectives:</i> to form a complex of knowledge, skills and abilities for learners in higher education to use in professional activities in the sphere of public administration and management.

	<ul style="list-style-type: none"> - <i>The theoretical content of the subject area:</i> terminology, scientific concepts (theories) of public administration and management, management at the national, regional and local levels and administration in all spheres of activity. - <i>Methods, techniques and technologies:</i> a learner of higher education shall master the methods of scientific knowledge, analytical processing of information, organizational, technological and legal support, e-government. - <i>Instruments and equipment:</i> information analytical tools, management decision support systems, special software - <i>The proportion of the volumes of the general and professional components and optional parts:</i> 3:1 - <i>Field practice share:</i> 13.5 ECTS credits (15%)
Orientation of the programme of study	<i>Vocational</i>
The main focus of the programme of study	<i>The program aims at state regulation of Kyiv's development and e-government</i>
Specific features of the programme	Applied orientation; Possibility of field practice at the bodies of state power and local self-government.
4 - Eligibility of graduates to employment and further studying	
Employment	<ul style="list-style-type: none"> • central executive authorities; • territorial offices of the CEA; • local executive bodies; • local governments; • state and municipal institutions; • civil society institutions; • public associations; • non-profit organizations; • international non-governmental organizations; • intergovernmental bodies and structures; • scientific and educational institutions.
Further learning	Possibility of obtaining education at the first degree "Doctor of Philosophy".
5 – Teaching and assessment	
Teaching and learning	Based on the principles of student-centered and individual-personality approach; realized through studies based on research, strengthening of practical orientation and creative orientation in the form of a combination of lectures, practical classes, independent study and research work using the

	elements of distance learning, solving applied tasks, implementing projects, field practices, preparing and protecting the degree paper
Assessment	An accumulative rating system that includes assessment of students for all types of classroom and non-auditing educational activity (current, module, final control); modular control works, individual calculation and design work, testing, credits, practice reports, examinations, certification.
6 - Programme competencies	
Integral competence	Abilities to solve complex theoretical and practical tasks and problems performing professional activity or in the process of study, which involves conducting research and / or innovations and characterized by complexity and/or uncertainty of the conditions.
General competencies:	
GC 1	<i>The ability to solve the task in a comprehensive manner.</i> Ability to reveal the scientific essence of problems in the professional sphere, to find adequate ways of their solution;
GC 2	<i>Critical thinking.</i> Ability to analyze, verify, evaluate the completeness and reliability of information in the course of professional activity, if necessary, to supplement and synthesize missing information.
GC 3	<i>Creativity.</i> Production of new ideas, creative approach to their implementation; ability to innovate.
GC 4	<i>Manage people.</i> Ability to take initiative and carry out leadership functions in the team in order to achieve a common goal; the ability to manage projects, organize team work, set goals, make and implement decisions; evaluate and ensure the effectiveness of teamwork; ability to manage the strategic development of the team in the process of professional activity.
GC 5	<i>Coordination with others.</i> Ability and willingness to carry out collective projects, assume responsibility for the work of a separate group; ability to conduct a discussion, arguing for the advocacy of his point of view.
GC 6	<i>Communication.</i> Ability to write and oral communication in Ukrainian and at least one of the most common European languages; ability to express clearly, to be convincing; skills of interpersonal relationships; skills of effective use of modern communication technologies.
GC 7	<i>Emotional intelligence.</i> Understanding your own emotional state, self-control and self-regulation; self-esteem and confidence; ability to overcome difficulties, resistance to stress; general optimistic mood, initiative, adjustment to a positive result.
GC 8	<i>Cognitive Flexibility.</i> Ability to acquire new knowledge, skills and integrate them with existing ones; the ability to analyze the phenomenon, situation, problem, taking into account different parameters, factors, causes; the ability to adapt thinking to solve problems in changed conditions or in non-standard situations.
GC 9	<i>Targeting high score.</i> Internal need to perform work qualitatively; the ability to plan the stages and progress of the work performed, evaluate and ensure the quality

	of the work performed, present the results of work and substantiate the proposed solutions at the modern scientific, technical and professional level.
GC 10	<i>Formulation of judgments and decision making.</i> The ability to orientate in different perspectives on the problem and ways of its unification, to form their own opinion; be able to formulate the task, reasonably choose the optimal ways to solve it, analyze and comprehend the resulting solution, convincingly represent it.
GC 11	<i>Information and ICT literacy.</i> Ability to search, process and analyze necessary information from different sources for the solving of educational, scientific and professional tasks observing ethical and legal norms; the skills of using information and communication, computer technologies as a tool for acquiring knowledge and skills, as well as presenting a problem, task, known or personal results, etc.
Professional competencies:	
PC 1	<i>Knowledge and understanding.</i> Specialized conceptual knowledge in the field of public administration and management, acquired in the learning process at the level of the latest achievements, which are the basis for original thinking, research and / or innovation activities; the ability to use the acquired knowledge in practical professional activities.
PC 2	<i>Research skills in public administration and management.</i> Ability to understand the essence of the problem, to set the task, to choose and use the appropriate methods and organizational procedures for its solution (research) or research activity, to critically evaluate the results obtained, to determine the perspectives of further development of investigated and related topics.
PC 3	<i>Solving problems in the field of public administration and management.</i> Ability to critically interpret and solve complex problems and problems requiring interdisciplinary approaches, updating and integrating knowledge, often under incomplete / inadequate information and contradictory requirements.
PC 4	<i>Expert and analytical activity.</i> Ability to transfer theoretical knowledge into practical contexts, Ability to determine indicators of sustainable development at the national, regional, local and organizational levels. Ability to independently prepare normative-legal acts, analytical certificates, proposals, reports, to carry out their examination.
PC 5	<i>Informative competence.</i> Ability and readiness for effective use of knowledge and skills and application of modern means of information and computer technologies, application software packages for solving tasks in the field of public administration and management.
PC 6	<i>Creativity and innovation activity.</i> Ability to independently develop projects through the creative application of existing and / or generating new managerial ideas; the ability to develop new and / or improve existing methods, tools, approaches, tools for solving public administration and management problems.
PC 7	<i>Communication.</i> The ability to provide information in a form suitable for the target audience, which is addressed, both verbally and in writing.
PC 8	<i>Self-education and advanced training.</i> Ability to self-education and professional development in the field of public administration and management on the basis of innovative approaches.
PC 9	<i>Electronic Governance.</i> Ability to organize and develop measures for the

	implementation of e-government in various areas of public administration and management.
7 – Programme learning outcomes	
Knowledge and understanding:	
PLO 1	The ability to demonstrate the level of application of sound knowledge of key theories, concepts and facts in the field of public administration and management.
PLO 2	Knowledge of the legal and regulatory framework in the field of public administration and management.
PLO 3	Knowledge of the general scientific and special methods of scientific knowledge.
PLO 4	Knowledge and understanding of the connections chosen for in-depth study and study of the range of theories, problems, tasks with other subjects and areas of practice.
PLO 5	Knowledge and understanding of the features of state regulation of development of the city and local self-government.
PLO 6	Knowledge and understanding of the limits of the application of various management theories, methods, tools and tools.
PLO 7	Knowledge and understanding of the specifics e-government in various areas of public administration and management.
PLO 8	Knowledge of the competent communication building, the basics of public relations.
Applying knowledge and skills:	
PLO 9	The ability to carry out logical considerations, competently collect, analyze and interpret facts, using, among other things, classical methods of proof (from the opposite, induction, deduction, etc.).
PLO 10	The ability to read and understand the legal acts, analytical certificates, proposals, reports and demonstrate the skill of their reproduction in the reasoned oral and / or written report.
PLO 11	The ability to use general scientific and special methods of scientific knowledge to solve theoretical and applied problems and problems in the field of public administration and management, which requires, in particular, the integration of acquired knowledge, methods from different disciplines.
PLO 12	The ability to organize and develop e-governance measures in various areas of public administration and management.
PLO 13	The ability to bring professional knowledge, own justification and conclusions to the specialists and the general public; oral and written communication in native and foreign languages in the scientific, production and social spheres of professional activities.
PLO 14	The ability to demonstrate certain research skills, the ability to solve a task / problem independently or under the direction of a specialist (a teacher, a scientific worker or a practitioner), to perform an innovative task (planning work, research, finding a solution / obtaining a result, formulating conclusions, design and presentation of the results).
PLO 15	The ability to apply computer technologies, application packages, other software products, information resources for solving tasks in the field of public administration and management.
PLO 16	The ability to apply new approaches to developing a decision-making strategy in

	complex unpredictable conditions.
PLO 17	The ability to organize collective activities and implement complex projects taking into account available resources and time constraints.
PLO 18	The ability to realize the limited self-knowledge and the need for continuous education, to demonstrate the ability in a rational way to independently seek sources of information from a certain range of issues, including foreign languages, to analyze the information found, to replenish their knowledge and acquire skills.
PLO 19	The ability to apply the latest technologies in professional activity, willingness and ability through self-education, studying positive experiences, and improving their professional skills.
PLO 20	The ability to work in a team, acting ethically and responsibly.
PLO 21	The ability to formulate the problem/task, find and analyze the correspondence between the problem/task and existing models, reasonably choose the best solutions, analyze and comprehend the solution obtained, present the results of work and substantiate the proposed solutions at the modern scientific, technical and professional level.
8 - Resource support for the implementation of the programme	
Personnel support	<p>The educational program is provided by the faculty of Information Technologies and Management. Specialists of the National Academy of Public Administration under the President of Ukraine are involved in the teaching of certain disciplines in accordance with their competences and experience.</p> <p>The practice-oriented nature of the educational program involves the broad participation of practitioners who correspond to the direction of the program, which enhances the synergy of theoretical and practical training.</p> <p>The head of the project team and the teaching staff that ensures its implementation complies with the requirements defined by the Licensing Conditions for the educational activities of educational institutions</p>
Material and technical support	Computer classes and competence development centers specially equipped with software, visual and methodological materials.
Information and educational-methodological support	Library electronic resources, electronic scientific editions, electronic training courses with the possibility of distance learning and independent work, cloud services
9 - Academic mobility	
National Credit Mobility	-
International Credit Mobility	<p>The Regulation on the procedure for implementing the right to academic mobility of participants in the educational process of the University was put into effect by an order dated September 30, 2016.</p> <p>Agreements are envisaged, which include student mobility with universities in European countries and within the Erasmus + CA1</p>

	program. Among them: the University of Vilnius (Lithuania), the University of Constantine the Philosopher in Nitra (Slovakia), the University of Extremadura (Spain), the Silesian University in Katowice (Poland), the Jan Długosz Academy in Częstochowa (Poland), the University of Ostrava (Czech Republic), the University of Lisbon (Portugal) and others.
Studying of foreign higher education learners	According to the license, educational services for foreigners and stateless persons are envisaged

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

2.1. List of components of PS

Component Code	Code (acad. disc., pr., assess.)	Components of the Programme of Study (academic discipline, practice, degree paper)	Credits ECTS	The Form of the Final Control
1	2	3	4	5
Compulsory components of PS				
CC 1	ОДЗ.01	Conceptual foundations of self-management	4	Credit
CC 2	ОДЗ.02	Methodology of system approach and scientific research	4	Credit
CC 3	ОДФ.01	Conceptual Principles of Public Administration	4	Exam
CC 4	ОДФ.02	State policy: analysis and implementation mechanisms	4	Credit
CC 5	ОДФ.03	Law in public administration	4	Credit
CC 6	ОДФ.04	State regulation of economic processes	4	Credit
CC 7	ОДФ.05	Public Service	4	Exam
CC 8	ОДФ.06	Interregional and cross-border cooperation	4	Credit
CC 9	ОДФ.07	National security	4	Exam
CC 10	ОДФ.08	Strategic management	4	Exam
CC 11	ОДФ.09	Public administration of social and humanitarian development	4	Credit
CC 12	ОДФ.10	Public communication and business language in public administration	8	Credit
CC 13	ОП.1	Professional practice (expert-analytical)	9	Credit
CC 14	ОА.1	Master Degree Paper	6	
Total amount of the compulsory components:			67	
Optional components of EP				
Optional block 1				
OC 1.1	БДС 1.1.	Institutional mechanism of state regional policy	4	Credit
OC 1.2	БДС 1.2.	Regional development strategy	5	Credit
OC 1.3	БДС 1.3.	Sustainable development of the region (city)	4	Credit
OC 1.4	БДС 1.4.	Public Procurement	4	Credit
OC 1.5	БДС 1.5.	Professional practice (specialization)	6	Credit
Optional block 2				
OC 2.1	БДС 2.1.	Conceptual Principles of e-Governance	4	Credit
OC 2.2	БДС 2.2.	Information and technology infrastructure	5	Credit

		of e-governance		
OC 2.3	БДC 2.3.	Organizational and legal support of e-government in Ukraine	4	Credit
OC 2.4	БДC 2.4.	Electronic democracy and e-state	4	Credit
OC 2.5	БДC 2.5.	Professional practice (specialization)	6	Credit
Total amount of the optional components			23	
TOTAL AMOUNT OF THE PROGRAMME OF STUDY			90	

2.1 Structural Logical Scheme of the Programme of Study

Semester 1 18 credits	Semester 2 18 credits	Semester 3 18 credits
Conceptual Principles of Public Administration 4 credits ECTS	Conceptual foundations of self-management 4 credits ECTS	Methodology of system approach and scientific research 4 credits ECTS
Law in public administration 4 credits ECTS	Public Service 4 credits ECTS	National security 4 credits ECTS
State regulation of economic processes 4 credits ECTS	Public administration of social and humanitarian development 4 credits ECTS	Optional part 6 credits ECTS
Interregional and cross-border cooperation 4 credits ECTS	State policy: analysis and implementation mechanisms 4 credits ECTS	
Public communication and business language in public administration 8 credits ECTS		
Semester 4 18 credits	Semester 5 18 credits	
Strategic management 4 credits ECTS	Optional part 6 credits ECTS	
Professional practice (expert-analytical) 9 credits ECTS	Preparation of Master Degree Paper 4.6 credits ECTS	
Optional part 5 credits ECTS	Professional practice (specialization) 6 credits ECTS	
	Master Degree Paper Defense 1,5 credits ECTS	

III. Form of Attestation of Higher Educational Learners

The graduate students majoring in 281 Public Administration and Management get attestation in the form of degree paper defense and they are given the document of the state standard issued to confirm that they are awarded with the degree and education qualification of Master of Public Administration and Management.

The attestation is performed openly and publicly.

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	CC 13	CC 14	OC 1.1	OC 1.2	OC 1.3	OC 1.4	OC 1.5	OC 2.1	OC 2.2	OC 2.3	OC 2.4	OC 2.5
GC1		•								•			•	•					•					
GC2	•	•								•				•					•					
GC3	•													•										
GC4							•																	
GC5	•						•					•	•						•					
GC6	•											•							•					
GC7	•																							
GC8	•									•	•		•	•	•				•					
GC9																								
GC10		•	•	•	•					•	•		•		•				•					
GC11										•		•	•	•	•				•	•				
PC1	•	•	•	•		•		•			•		•	•	•	•								
PC2		•	•							•			•	•					•					
PC3			•	•	•	•		•	•		•		•	•	•	•	•		•					•

PC9	PC8	PC7	PC6	PC5	PC4
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V. Matrix of Providing Programme Learning Outcomes with the Relevant Programme Components

PLO 8	PLO 7	PLO 6	PLO 5	PLO 4	PLO 3	PLO 2	PLO 1	
•							•	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
		•	•					OC 1.1
		•						OC 1.2
		•						OC 1.3
		•						OC 1.4
		•						OC 1.5
	•							OC 2.1
	•							OC 2.2
	•	•						OC 2.3
	•			•				OC 2.4
	•				•		•	OC 2.5

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