

**The Profile of the Educational Program in Speciality 281 “Public administration”,  
the educational program “Public administration”, recruitment 2019**

<b>1 – General information</b>	
<b>Full name of higher education institution</b>	O. M. Beketov National University of Urban Economy in Kharkiv
<b>Name of qualification and title conferred in original language</b>	Bachelor of Public Management and Administration
<b>Official name of educational program</b>	Public administration
<b>Type of diploma and scope of educational program</b>	Bachelor’s diploma, single, 240 ECTS credits, 3 years 10 months
<b>Accreditation availability</b>	-
<b>Cycle/level</b>	First (Bachelor) level, National Qualification Framework of Ukraine – level 7, FQ-EHEA – first cycle, EQF-LLL – level 6
<b>Access requirements</b>	Full secondary education
<b>Language(s) of instruction</b>	Ukrainian, English
<b>Official length of program</b>	5 years
<b>Internet address of the permanent placement of the educational program</b>	<a href="http://www.kname.edu.ua/">http://www.kname.edu.ua/</a>
<b>2 – Purpose of educational program</b>	
	To provide students with deep theoretical and practical knowledge, skills and abilities sufficient to effectively solve problems in the field of public management and administration
<b>3 - Educational program specifications</b>	
<b>Subject area</b>	<p><i>The object of study:</i> the whole field of public management and administration.</p> <p><i>Learning objectives:</i> training public management and administration professionals able to solve complex specialized tasks and practical problems in the field of public management and administration or in the process of learning.</p> <p><i>Theoretical content of the subject area:</i> scientific concepts (theories) of public management and administration, management at the national, regional and local levels, administration in all spheres.</p> <p><i>Methods, techniques, and technologies</i> of scientific knowledge, management and decision-making, analytical information processing, organizational and technological and legal support, e-government.</p> <p><i>Tools and equipment:</i> information-analytical tools, management decision making support systems, specialized software.</p>
<b>Educational program orientation</b>	Educational and professional
<b>Main focus of educational program and specialization</b>	General education in the field of management and administration in speciality 281 Public management and administration, educational program Administrative management.

	<i>Key words:</i> public management, public administration, public policy, institutional and legal support, public finance management, regional governance, local government, strategic and project management, innovation, change management, personnel management, etc.
<b>Program features</b>	Internship in state authorities, local authorities, other bodies and institutions, which are subject to the laws of Ukraine "On public service" and "On service in local authorities."
<b>4 – Professional status of graduates and access to further study</b>	
<b>Professional status</b>	Employment in public institutions and private companies in positions related to public administration. Occupations ( <i>according to the current version of the National Classifier of Ukraine: Classifier of occupations (DK 003: 2010)</i> ): 3431 Secretaries of administrative bodies 3435 Organizers of record keeping 3436.1 Assistants to heads of enterprises, institutions and organizations 3436.9 Other kinds of assistants 3439 Other technical experts in the field of management 344 State inspectors 346 Social workers
<b>Access to further study</b>	Master's degree
<b>5 – Instruction and assessment</b>	
<b>Teaching and learning</b>	Student-centred training, self-study, training through educational practice «Introduction to the specialty», through industrial and pre-diploma practices. Teaching and learning includes: lectures and practical classes, self-study, individual consultations with teachers, practice and defence of bachelor's qualification work.
<b>Assessment</b>	Oral and written exams, graded tests, educational practice «Introduction to the specialty» report, industrial and pre-diploma practices reports, presentations, distance courses, public defence of qualification work and certification exam.
<b>6 – Program competencies</b>	
<b>Integral competence</b>	The ability to solve complex specialized problems and practical tasks in public management and administration or in the process of learning, which involves the application of theories and scientific methods in the related field and is characterized by the complexity and uncertainty of the conditions.
<b>General competencies (GC) defined by the standard of higher education of the speciality</b>	GC 1. To be able to learn and master modern knowledge. GC 2. To be able to exercise one's own rights and obligations as a member of society, to realize the values of civil (democratic) society and the need for its sustainable development, the rule of law, human and civil rights and freedoms in Ukraine. GC 3. To be able to preserve and enhance moral, cultural, scientific values and increase the achievements of society based on the understanding of 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, engineering and technology, to use various types and forms of physical activity for outdoor activities and a healthy lifestyle maintenance. GC 4. To be able to be critical and self-critical. GC 5. To be able to adapt and act in a new situation.

	<p>GC 6. To be able to work as part of a team.</p> <p>GC 7. To be able to plan and manage time.</p> <p>GC 8. To be able to identify, set and solve problems.</p> <p>GC 9. To be able to search, process and analyse information from various sources.</p> <p>GC 10. To be able to communicate in the state language both verbally and in writing.</p> <p>GC 11. To be able to communicate in a foreign language.</p> <p>GC 12. To have interpersonal skills.</p> <p>GC 13. To be able to communicate with representatives of other professional groups of different levels (with experts from other areas of knowledge / activities).</p>
<p><b>General competencies (GC)</b> defined by the higher education institution</p>	<p>GCH 14. Communicative (to be fluent in Ukrainian for specific purposes), namely: practical mastery of effective rhetorical techniques, art of reasoning and eloquence, ability to communicate in different genres of oratorical art for successful future professional activity.</p> <p>GCH 15. To be able to preserve and multiply cultural, artistic, moral, scientific values and achievements of society on the basis of understanding of history and patterns of development of the subject area, its place in the general system of knowledge about nature and society and development of society and technologies.</p> <p>GCH 16. To be able to formulate a system of knowledge about the city as a whole organism covering three subsystems: environmental, technical and social.</p> <p>GCH 17. To be able to use conflict management and conflict management technologies in conflict analysis.</p> <p>GCH 18. To be able to protect intellectual property.</p> <p>GCH 19. To be able to use rational critical thinking to analyse the political events of the present.</p> <p>GCH 20. To be able to adequately evaluate the results of one's own activities, carry out the correction of one's own individual and psychological characteristics, to be able to carry out psychologically justified professional communication.</p>
<p><b>Special (professional) competencies of the speciality (PC)</b> defined by the standard of higher education of the speciality</p>	<p>PC 1. To be able to socially interact, collaborate and resolve conflicts.</p> <p>PC 2. To be able to provide an adequate level of development and use of management products, services or processes.</p> <p>PC 3. To be able to enforce regulatory and ethical standards of conduct.</p> <p>PC 4. To be able to use modern ICT in the process of preparing and implementing managerial decisions.</p> <p>PC 5. To be able to use electronic document management system.</p> <p>PC 6. To be able to provide information and analytical support for management processes using modern information resources and technologies.</p> <p>PC 7. To be able to develop tactical and operational management plans.</p> <p>PC 8. To be able to prepare and implement management decisions projects.</p> <p>PC 9. To be able to introduce innovative technologies.</p> <p>PC 10. To be able to do research in the field of public management and administration.</p> <p>PC 11. To be able to conduct applied research in public management and administration as part of a working group.</p>

<p><b>Special (professional ) competencies of the speciality (PCH)</b> defined by the higher education institution</p>	<p>PCH 12. To be able to substantiate and implement management decisions in the urban economy. PCH 13. To be able to evaluate the services of public utility companies and organizations. PCH 14. To be able to manage the urban economy. PCH 15. To be able to draw up local and municipal budgets. PCH 16. To be able to identify urban life support systems and organizations operating within these systems as management objects. PCH 17. To be able to understand the socio-psychological foundations of managing an organization and use them in professional activities. PCH 18. To be able to understand the economy as part of a public administration system. PCH 19. To be able to systematize and synthesize information about business transactions, reporting and interpreting to meet the information needs of decision makers.</p>
<p><b>7 – Program learning outcomes</b></p>	
<p><b>Program learning outcomes (PLO)</b> defined by the standard of higher education of the speciality</p>	<p>PLO 1. To use basic knowledge from the historical, cultural, political, social, and economic foundations of society. PLO 2. To apply the norms and rules of professional communication in Ukrainian. PLO 3. To be able to communicate in a foreign language orally and in writing. PLO 4. To know the structure and peculiarities of public management and administration functioning. PLO 5. To know the standards, principles and norms of functioning in the field of public management and administration. PLO 6. To know the basic normative legal acts and provisions of the legislation in the field of public management and administration. PLO 7. To be able to organize and participate in volunteer, cultural, educational and sports projects aimed at forming a healthy lifestyle, active civic position. PLO 8. To understand and use the technology of development, adoption and implementation of management decisions. PLO 9. To know the basics of e-government. PLO 10. To be able to use the electronic document management system. PLO 11. To be able to search and summarize information, draw conclusions and formulate recommendations within one’s own competence. PLO 12. To be able to establish communication between citizens and public authorities and local self-government. PLO 13. To use methods of analysis and evaluation of sustainable development programs. PLO 14. To be able to adjust professional activities in the event of a change in the initial conditions. PLO 15. To apply quality control methods in the field of professional activity. PLO 16. To use the data of statistical reporting, accounting and special studies in professional activities.</p>
<p><b>Program learning outcomes (PLOHEI)</b> defined by the higher education institution</p>	<p>PLOHEI 17. To demonstrate knowledge of the public administration system functioning. PLOHEI 18. To apply socio-psychological methods to manage public authorities.</p>

	<p>PLOHEI 19. To determine the state impact on socio-economic development.</p> <p>PLOHEI 20. To carry out strategic management on the basis of analysis and evaluation of public authorities functioning.</p> <p>PLOHEI 21. To develop sound management decisions and evaluate the results of their implementation by public authorities.</p> <p>PLOHEI 22. To assess the quality of service provided by public authorities.</p> <p>PLOHEI 23. To formulate business ideas, develop and implement business plans.</p> <p>PLOHEI 24. To define the main functions of the city utilities management and find solutions for their implementation.</p> <p>PLOHEI 25. To communicate professionally: create communication products, analyse communication activities; adequately respond to criticism, generate and argue new ideas; exercise communicative influence on people by encouraging them to act; to express your own thoughts; identify, apply information and communication technologies; to develop interpersonal skills in the team.</p> <p>PLOHEI 26. To analyse historical facts and documents that cover the main stages of the history of O. M. Beketov NUUEKh;</p> <ul style="list-style-type: none"> <li>- to use the acquired knowledge from the history of O. M. Beketov NUUEKh for conscious search for little-known and unknown facts from the history of the University, faculties, departments, life and scientific-pedagogical activity of teachers, life of the student community of the University at different times of the historical past and involvement of these data in the educational process;</li> <li>- to form a conscious, justified by the glorious pages of the historical heritage of O. M. Beketov NUUEKh sense of respect for the conscientious and selfless work of previous generations of teachers and students of the University, pride in significant achievements in creating a strong scientific, educational and material base of the University</li> <li>- to use social research methods.</li> </ul> <p>PLOHEI 27. To analyse the peculiarities of cultural processes in the modern world</p> <ul style="list-style-type: none"> <li>- to make a comparative description of the major cultural centres of the modern world;</li> <li>- to analyse the patterns of cultural development of mankind;</li> <li>- to draw historical parallels between the contemporary cultural situation and the historical past.</li> </ul> <p>PLOHEI 28. To analyse the role and significance of the modern city in the context of global and local challenges.</p> <p>PLOHEI 29. To apply the skills of conflict management in professional activity, methods and strategies of their regulating and solving.</p> <p>PLOHEI 30. To know basic methods of protection of intellectual property; to apply the rules of registration of intellectual property rights.</p> <p>PLOHEI 31. To apply the basic principles of political science in solving professional problems.</p> <p>PLOHEI 32. To apply the categorical apparatus of psychology in the system of vocational training and practical activity; to take into account the basic mental socio-psychological and psycho physiological manifestations of personality; to accept scientifically grounded psychological interpretation of the structural elements of the personality psyche; to be aware of one's own mental sphere; to analyse various different types of activities.</p>
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<b>8 – Resource support for program implementation</b>	
<b>Staffing</b>	The quality level of professional training of bachelors is ensured by the qualified scientific and pedagogical staff of the department, which includes doctors and candidates of sciences, professors, associate professors. Speciality subjects are taught by practitioners who have experience in management positions in local self-government bodies, civil service, lead structural units of utility companies and have extensive experience in public administration. Five teachers have a B-2 level English language certificate; two teachers have a certificate of proficiency in Polish at B-2 level; eight teachers have completed international internships.
<b>Logistics</b>	The educational process is fully provided by the classroom fund, administrative and support facilities with access to the Internet. Lectures are held in classrooms with multimedia equipment. Practical classes are held in specialized computer classes with the use of information and communication equipment, use of information systems and software products applied in management. Many of these products have already been implemented or are being actively implemented in the educational process: Outlook, OneNote, EverNote, Nirvana, MS Office, Office 365, Document online, AllFusion Process Modeler 7, MS Visio, MS PowerPoint.
<b>Information and methodological support</b>	Information and methodological support of the educational program for the training of specialists in speciality 281 "Public Management and Administration" has relevant content based on modern information and communication technologies. Each academic discipline of the curriculum is provided with an educational and methodical complex and a distance course. All teaching materials are available to students in the reading rooms of the University Scientific Library <a href="http://library.kname.edu.ua/index.php/uk/">http://library.kname.edu.ua/index.php/uk/</a> , including in the Information Room, equipped with computers that have access to Internet and University LAN, in the digital repository <a href="http://eprints.kname.edu.ua">http://eprints.kname.edu.ua</a> , on the Distance Learning Centre portal <a href="http://cdo.kname.edu.ua/">http://cdo.kname.edu.ua/</a>
<b>9 – Academic mobility</b>	
<b>National credit mobility</b>	In accordance with the Regulation on the academic mobility of students, graduate students, doctoral students, and academic staff of O. M. Beketov National University of Urban Economy in Kharkiv. - Agreement for academic cooperation between O.M. Beketov National University of Urban Economy in Kharkiv and Poltava State Agrarian Academy of September 4, 2018.
<b>International credit mobility</b>	Agreement for academic cooperation between O.M. Beketov National University of Urban Economy in Kharkiv and: - Lodz Technical University (Poland), agreement No. 89 of October 2017; - the University of Nova Gorica (Slovenia), agreement No. 88 of October 12, 2017; - Middle East Technical University (Turkey, Ankara), agreement No. 69 of March 28, 2016; - Aristotle University (Greece, Thessaloniki), agreement No. 75 of February 22, 2018; - the Estonian University of Natural Sciences (Tartu), agreement No. 90 of October 10, 2017; - Legnica Higher School of Management, agreement No. 42 of 2015, for the years 2015-2020;

	- Agreement on the establishment of a consortium to improve the capacity of the public administration education system with the Krakow University of Economics, operating through the extracurricular unit of the The Małopolska School of Public Administration, No. 95 of April 10, 2018.
<b>Training of foreign higher education applicants</b>	In accordance with the Rules for admission to study in O.M. Beketov National University of Urban Economy in Kharkiv.