

The Profile of the Educational Program in Specialty 281 “Public management and administration”, the educational program “Administrative management”, recruitment 2020

General information	
Official name of educational program	Administrative management
Speciality	281 Public management and administration
Field of study	28 Public management and administration
Name of qualification and title conferred in original language	Second (Master) Master of public management and administration
Type of diploma and scope of educational program	Master’s diploma, single, 90 ECTS credits, 1 year 4 months
Accreditation availability	+
Cycle/level	Second (Master) level of the National Qualification Framework – level 8
Access requirements	Educational level of Bachelor or educational qualification of Specialist or Master level
Language(s) of instruction	Ukrainian
Official length of program	5 years
Purpose of educational program	
To train specialists to ensure the ability to professional activities aimed at effective management and administration in a democratized society, social and civil responsibility, the formation of civil society.	
Educational program specifications	
Subject area	The object of study: the system of administrative management of internal and external environment of the organization. Learning objectives – to form the ability to apply the acquired knowledge, abilities and skills in the disciplines of general and vocational training to solve the typical tasks of the specialist's activity in the relevant position. Theoretical content of the subject area. The activities of the Master of Administrative Management include organizational and managerial, consulting, control and analytical, design and research functions, conducting research on modern approaches to the formation and development of enterprise management concepts; the selection of technologies for strategic analysis of the organization, planning and coordination of the organization; using the most effective approaches to adapt organizational and managerial changes and streamlining the organizational structure of the organization in a changing environment. Methods, techniques, and technologies: optimization, structural-functional, system-situational and dynamic methods of cognition, which are based on the general theory of systems development, the theory of organization and management.
Educational program orientation	Educational and professional
Main focus of educational program and specialization	Generalization of theoretical principles in the field of public administration, definition of the essence, laws, principles and mechanisms of public administration in the development of society; mastering the basics of methodology, technology and mastery of methods of formation, monitoring and control of management decisions at national, regional and local levels

	from the standpoint of common civilizational values, world experience and understanding of scientific achievements.
Program features	Particular attention is paid to the practical training of students within the framework of industrial and undergraduate practice, as well as due to the international cooperation of the department with European universities on the basis of credit mobility of students and teachers.
Professional status of graduates and access to further study	
Professional status	After graduation with Master's degree the graduates are employed in government bodies, local authorities: district and city; political parties, public organizations; organizations in positions related to the management of structural units, operating systems in organizations and enterprises, can manage the business, as well as be engaged in scientific and pedagogical activities.
Access to further study	Work in compliances with the speciality, postgraduate study
Instruction and assessment	
Teaching and learning	dual training, student-centred training, self-study, problem-oriented training, practical training
Assessment	written exams, course paper defence, production and pre-diploma training reports
Program learning outcomes	
Program learning outcomes defined by the standard	<p>PLO -1 To apply the acquired level of legal consciousness and legal culture, be able to interpret and correctly apply the normative legal acts in practice and adequately evaluate;</p> <p>PLO -2 To use basic principles of realization of general functions of management of the organization and to ensure coordination of activity of functional divisions of organizations;</p> <p>PLO -3 To be able to get into the essence of the phenomena and processes of the real world, consciously use scientific knowledge in cognitive and professional activity, and carry out research works and present their results in scientific publications;</p> <p>PLO -4 To introduce organizational and technical measures to improve occupational safety and to enforce the legal rights of the population in the field of protection against the consequences of emergencies, including those (or their families) directly involved in their elimination;</p> <p>PLO -5 To use standard methods of information systems, analysis and calculation of economic indicators of activity of the organization and its departments and to apply in practice methods and means of collecting, restoring, disseminating and storing information;</p> <p>PLO -6 To possess information security tools in e-governance and to implement organizational and legal support of e-government in Ukraine;</p> <p>PLO -7 To use in practice the software and hardware for the project management and programs for urban development based on the use of an innovative approach and experience in managing projects and programs;</p> <p>PLO -8 To use in practice the system of assessment of management personnel professional competence and to carry out the analysis of reports of structural units of the organization (enterprise, institution).</p>

<p>Program learning outcomes defined by the higher education institution</p>	<p>PLOHEI - 1 To develop technological documentation in the management system of administrative processes, put into practice methods for determining the sequence of work in the management of administrative processes;</p> <p>PLOHEI - 2 To have skills in introducing rational schemes for planning and organizing jobs, structuring tasks in accordance with the number and qualifications of performers, determining the sequence of work, and calculating the deadline for its completion;</p> <p>PLOHEI - 3 To apply the methods of strategic (perspective) planning of the enterprise (institution) and to use the tools and technologies of modern management in the management of operational processes in the units of enterprises and organizations;</p> <p>PLOHEI - 4 To be able to use the tools of psychological interaction to resolve conflicts in the organization, organize teamwork with documents and monitor its implementation;</p> <p>PLOHEI – 5 To apply in practice theoretical and practical professional knowledge, to analyse the state and directions of development of the enterprise logistics (organizations, institutions);</p> <p>PLOHEI – 6 To use the skills of combining all kinds of resources, organization of teamwork to achieve the mission of the organization;</p> <p>PLOHEI – 7 To put into practice the organizational and financial foundations of the enterprise strategy implementation based on the results of strategic diagnostics of the enterprise potential;</p> <p>PLOHEI – 8 To be able to analyse the sources of financial resources of the organization, evaluate the effectiveness and feasibility of their use based on the study and application of methods of managing the organization's finances;</p> <p>PLOHEI – 9 To evaluate the effectiveness of administrative decision-making and apply management decision-making criteria in the face of risk and uncertainty;</p> <p>PLOHEI – 10 To apply methods of mobilization of resources for realization of investment projects on the basis of use of financial and mathematical methods of investment designing;</p> <p>PLOHEI – 11 To put into practice the understanding of the basics of ensuring the competitiveness of enterprises in a changing business environment;</p> <p>PLOHEI – 12 To use the idea of developing a business model of a modern enterprise and forming strategic directions of its development.</p>
<p>Resource support for program implementation</p>	
<p>Staffing</p>	<p>The staff of the program is characterized by highly qualified scientific and pedagogical staff having scientific degrees and academic titles. Practitioners heading structural units of communal enterprises and having extensive experience in public management and administration are involved in teaching special professional disciplines.</p>
<p>Logistics</p>	<p>Lectures are held in classrooms with multimedia equipment. Practical classes are held in specialized computer classes.</p>
<p>Information and methodological support</p>	<p>Each academic discipline of the curriculum is provided with a teaching methodological complex and a distance course. All students and staff members are registered with Microsoft resources and have corporate accounts. This gives them access to an expanded suite of cloud services, as well as most Microsoft licensed products (more than 100 items).</p>
<p>Academic mobility</p>	
<p>National credit mobility</p>	<p>In accordance with the Regulation on the academic mobility of students, graduate students, doctoral students, and academic staff of</p>

	O. M. Beketov National University of Urban Economy in Kharkiv
International credit mobility	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
Training of foreign higher education applicants	-