

The Profile of the Educational Program “Management of Organization and Administration” in Specialty 073 “Management”

1 – General information	
Full name of the higher education institution	O. M. Beketov National University of Urban Economy in Kharkiv
Higher education level and the name of qualification in the original language	Master of Management Science
Official name of the educational program	Management. Project Management
Type of diploma and the scope of educational program	Master’s diploma, single, 90 ECTS credits, 1 year 4 months – full-time studies, 1 year 10 months – external degree program
Accreditation availability	Accredited until 01.07.2024, accreditation certificate of the educational program УД №21006910
Cycle/level	Second (MS) level, the National Qualification Framework of Ukraine – level 7 FQ-EHEA – second cycle EQF-LLL – level 7
Access requirements	First (BS) level, education and qualification level of Specialist
Language(s) of instruction	Ukrainian
Official duration of the program	5 years
Internet address of the available educational program description	http://www.kname.edu.ua/
2 – Purpose of educational program	
	To train specialists capable of identifying and solving problems and complex specialized tasks in the field of enterprise management and project management and / or in the learning process in the face of uncertainty of conditions and requirements that involves conducting research of innovative nature.
3 - Educational program specifications	
Subject area	<p><i>The object of study:</i> management of organizations and their units.</p> <p><i>Learning objectives:</i> to train specialists capable of identifying and solving problems and complex specialized tasks in the field of project management and / or in the learning process in the face of uncertainty of conditions and requirements that involves conducting research of innovative nature.</p> <p><i>Theoretical content of the subject area:</i> - paradigms, laws, regularities of management;</p>

	<ul style="list-style-type: none"> - principles, historical background of project management development; - concepts of systemic, situational, adaptive, anticipative, anti-crisis, innovative, project management, etc.; - functions, methods, technologies and managerial decisions in management. <p><i>Methods, techniques, and technologies:</i></p> <ul style="list-style-type: none"> - general scientific and specific research methods (calculation-analytical, economic-statistical, economic-mathematical, expert evaluation, factual, sociological, documentary, balance sheet, etc.); - methods for implementing management functions (marketing research methods; methods of economic diagnostics; forecasting and planning methods; design methods for organizational management structures; motivation methods; control methods; methods for assessing social, organizational and economic efficiency in management, etc.). - management methods (administrative, economic, socio-psychological, technological); - technologies for substantiating 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>
Educational program orientation	Educational and professional
The main focus of the educational program and specialization	<p>Special education in the discipline “Management and Administration” in specialty 073 “Management”, educational program “Management. Project Management”.</p> <p><i>Key words:</i> project management, management of project-oriented organizations, development, justification, adoption, implementation of management decisions, project integration management; project content management; project timing management; project cost management; project quality management; project human resource management; project communications management; project risk management; project supply management; stakeholder management.</p>
Program features	Elective courses expand the students’ opportunities for mastering professional competencies to effectively manage the modern organizations.
4 – Graduate employability and further academic studies	
Employability	<p>Employment in organizations of various organizational and legal forms in posts of managers of organizations as well as their structural divisions. Occupations (<i>according to the current version of the National Classifier of Ukraine: Classifier of occupations (DK 003: 2010)</i>):</p> <ul style="list-style-type: none"> 14 Managers of enterprises, institutions, organizations and their divisions 146 Financial managers

	1473 IT managers 1474 Research managers 1475 Managers in law, accounting, market research, public opinion polling, business consulting and management 1475.4 Business and administration managers 1477 Human resources managers 1477.1 Human resources managers 149 Managers in other economic activities 1491 Managers in housing and communal services 1493 Managers of quality systems 1496 Social and corporate responsibility managers 2447.1 Junior researcher (projects and programs in the field of tangible and intangible production) 2447.1 Researcher (projects and programs in the field of tangible and intangible production) 2447.1 Researcher-consultant (projects and programs in the field of tangible and intangible production) 2447.2 Specialist in project and program management in the field of tangible (intangible) production
Access to further academic studies	The third (educational and scientific) level of higher education - Doctor of Philosophy studies. Acquisition of additional qualifications in the system of postgraduate education
5 – Instruction and assessment	
Teaching and learning	Student-centered training, lectures and practical classes, pre-graduation practical training , self-study
Assessment	Exams, graded tests, course paper defense, pre-graduation practical training report, qualifying papers
6 – Program competencies	
Integral competence (IC) defined by the standard of higher education	IC. Ability to solve problems and complex specialized tasks in the field of management or in the learning process in the face of uncertainty of conditions and requirements.
General competencies (GC) defined by the standard of higher education	GC 1. Ability to conduct research at the appropriate level; GC 2. Ability to communicate with representatives of other professional groups of different levels (with experts from other fields of expertise /types of economic activity); GC 3. Information and communication technologies skills; GC 4. Ability to motivate people and move towards a common goal; GC 5. Ability to act on the basis of ethical considerations (motives); GC 6. Ability to generate new ideas (creativity); GC 7. Ability for abstract thinking, analysis and synthesis.
Special (professional) competencies (PC) defined by the standard of higher education	PC 1. Ability to select and use concepts, methods and management tools, including in accordance with defined goals and international standards; PC 2. Ability to set values, visions, mission, goals and criteria by which the organization determines further directions of development, to

	<p>develop and implement appropriate strategies and plans;</p> <p>PC 3. Ability for self-development, lifelong learning and effective self-management;</p> <p>PC 4. Ability to effectively use and develop the organization's resources;</p> <p>PC 5. Ability to create and organize effective communication in the management process;</p> <p>PC 6. Ability to form leadership qualities and demonstrate them in the process of managing people;</p> <p>PC 7. Ability to develop projects, manage them, show initiative and entrepreneurship skills;</p> <p>PC 8. Ability to use psychological technology to work with staff.</p> <p><i>Additional to the educational and professional program</i></p> <p>PC 9. Ability to analyze and structure the problems of the organization, make effective management decisions and ensure their implementation;</p> <p>PC 10. Ability to manage the organization and its development.</p>
<p>Special (professional) competencies of the specialty (PCH) as defined by the higher education institution</p>	<p>PCH 1. Ability to apply the current legal framework in Ukraine and in the world for contract and procurement management in projects and programs.</p> <p>PCH 2. Ability to analyze and apply in practice the principles, methods and rules of quality management.</p> <p>PCH 3. Ability to understand the nature, purpose and role of the process approach in management; to form a single information space to provide information support for project management.</p> <p>PCH 4. Ability to conduct organizational and process modeling of the organization (project) and make effective management decisions to improve business processes.</p> <p>PCH 5. Ability to form a single information space at the enterprise to provide information support to the strategic management of VET.</p> <p>PCH 6. Ability to thoroughly choose the project financing strategy, justify its economic efficiency, use the methodology and relevant project evaluation criteria.</p> <p>PCH 7. Ability to carry out investment, economic, financial, environmental, marketing, technical and social analysis of the organization and the project.</p> <p>PCH 8. Ability to use existing methods and methodologies for the development and implementation of projects / programs used in modern management practice of local governments (MHI) and public administration.</p> <p>PCH 9. Ability to analyze and apply in practice the principles, methods and rules of quality management in IT projects.</p> <p>PCH 10. Professional mastery of modern specialized project management software products and research tools required for project management.</p> <p>PCH 11. To possess the ability to organize the selection of projects for a sustainable portfolio of project-oriented IT organization and strategic</p>

	<p>management.</p> <p>PCH 12. To be able to establish criteria by which the organization determines the further direction of development, to develop and implement appropriate strategies and plans taking into account risks.</p> <p>PCH 13. Ability to apply methods and technologies in accordance with current project management standards and project stakeholder management programs.</p>
7 – Program learning outcomes	
<p>Program learning outcomes (PLO), as defined by the higher education standard</p>	<p>PLO 1. To critically comprehend, select and use the necessary scientific, methodological and analytical tools for management in unpredictable conditions;</p> <p>PLO 2. To identify problems in the organization and justify solutions;</p> <p>PLO 3. To design effective management systems for organizations;</p> <p>PLO 4. To substantiate and manage projects, generate business ideas;</p> <p>PLO 5. To plan the activities of the organization in strategic and tactical terms;</p> <p>PLO 6. To possess the skills to make, justify and ensure the implementation of management decisions in unpredictable conditions taking into account the requirements of applicable law, ethical considerations and social responsibility;</p> <p>PLO 7. To organize and carry out effective communication within the team, with representatives of various professional groups and in the international context;</p> <p>PLO 8. To apply specialized software and information systems to solve the organization's management problems;</p> <p>PLO 9. To be able to communicate in professional and scientific circles in the state and foreign languages;</p> <p>PLO 10. To demonstrate leadership skills and the ability to work in a team, interact with people, and influence their behavior to solve professional problems;</p> <p>PLO 11. To provide personal professional development and time management.</p> <p><i>Additional to the educational and professional program</i></p> <p>PLO 12. To be able to delegate the leadership and authority over the organization (department);</p> <p>PLO 13. To be able to plan and implement informational, methodological, material, financial and personnel support of the organization (department).</p>
<p>Program learning outcomes (PLOHEI) as defined by the higher education institution</p>	<p>PLOHEY 1. Carry out selection, negotiations and signing of agreements on the project, control over supply of project resources (materials, equipment, services)</p> <p>PLOHEY 2 Develop a quality management plan, ensure and control the quality of project activities.</p> <p>PLOHEY 3 Perform modeling in notations IDEF0, Process, Procedure, EPC, BPMN; create appropriate regulatory documentation.</p>

	<p>PLOHEY 4. Carry out simulation modeling and functional-cost analysis of processes, optimize business processes based on such analysis.</p> <p>PLOHEY 5. Be able to design and optimize strategically important business processes and use IT tools for strategic management of VET.</p> <p>PLOHEY 6. To be able to use modern software for project analysis, visualization of the results of such analysis, providing information support for project management.</p> <p>PLOHEY 7. Carry out an analysis of project effectiveness, in particular, in conditions of uncertainty and risk, effectively use project resources, choose an effective project financing strategy.</p> <p>PLOHEY 8. To use the methodology of project management in the management of local self-government and public administration for their own institutional development, as well as ensuring the functioning and development of settlements and territories.</p> <p>PLOHEY 9. Develop a quality management plan, ensure and control the quality of project activities in IT projects.</p> <p>PLOHEY 10. Using the tools, to quantify the studied factors that affect the effectiveness of project implementation.</p> <p>PLOHEY 11. To make a choice and to use tools of strategic management of the project-oriented IT organization.</p> <p>PLOHEY 12. Identify the characteristics of each of the potential risks, conduct a quantitative and qualitative assessment of the possible consequences of risks for the project and develop a risk management plan.</p> <p>PLOHEY 13. Ensure effective work with project and program stakeholders.</p>
8 – Resource support for program implementation	
Staffing	<p>The quality level of professional training of masters is ensured by the qualified scientific and pedagogical staff of the qualifying department of project management in urban economy and construction and other departments of the University, which includes doctors and candidates of sciences, professors, associate professors. Practitioners, who are in charge of structural units of communal enterprises and have extensive experience in urban economy are involved in the teaching of specialty disciplines.</p> <p>Two teachers have a B-2 level English language certificate/</p>
Logistics	<p>Lectures are held in classrooms with multimedia equipment.</p> <p>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. A lot of these products have already been implemented or are being actively implemented in the educational process: MS Project, Teamwork, TeamLab., Open Workbench., GanttProject, dotProject., Outlook, OneNote, EverNote, Nirvana, Wunderlist, Toggl, MS Office, Office 365, Документ. онлайн, AllFusion Process Modeler 7, MS Visio, MS PowerPoint, MS Sway,</p>

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Information and methodological support	All educational components of the educational program “Management. Project Management” are provided with the following educational and methodological materials: textbooks, tutorials, lecture notes, methodical instructions and recommendations, individual tasks, collections of situational tasks (cases), examples of solving typical tasks or completing typical tasks, computer presentations, illustrative materials, resource directories, etc. All teaching materials are available to students in the reading rooms of the Scientific Library http://library.kname.edu.ua/index.php/uk/ , including in the Information Room equipped with computers with Internet and LAN access to the University, in the digital repository http://eprints.kname.edu.ua , on the Distance Learning Center portal http://cdo.kname.edu.ua/
9 – Academic mobility	
National credit mobility	Agreement for academic cooperation between O. M. Beketov National University of Urban Economy in Kharkiv and: <ul style="list-style-type: none"> - National University “Ostroh Academy” (Ukraine, Ostroh), agreement No. 03 / 2-20C of February 17, 2020; - Kremenchuk Mykhailo Ostrohradskyi National University (Ukraine, Kremenchuk), agreement No. 5-06 / 2 of February 17, 2020.
International credit mobility	Agreement for academic cooperation between O. M. Beketov National University of Urban Economy in Kharkiv and: <ul style="list-style-type: none"> - ISMA University, Riga (Latvia), agreement dated September 3, 2018 - 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
Training of foreign higher education applicants	In accordance with the Regulations for admission to study at O. M. Beketov National University of Urban Economy in Kharkiv