

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
Official name of educational program	Management of Organization and Administration
Type of diploma and scope of educational program	Master’s diploma, single, 90 ECTS credits, 1 year 4 months – full-time studies, 1 year 10 months – extramural form of study
Accreditation availability	Accredited until 2023, certificate УД №21002004 of February 27, 2018
Cycle/level	Second (Master) level the National Qualification Framework – level 7 FQ-EHEA – second cycle EQF-LLL – level 7
Access requirements	First (Bachelor) level, educational qualification level of Specialist
Language(s) of instruction	Ukrainian, English
Official length of program	5 years
Internet address of the permanent placement of the educational program	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 administration and / or in the learning process in the face of uncertainty of conditions and requirements which involves conducting research of innovative nature.
3 - Educational program specifications	
Subject area	<i>The object of study:</i> management of organizations and their units. <i>Learning objectives:</i> to train specialists capable of identifying and solving problems and complex specialized tasks in the field of enterprise management and administration and / or in the learning process in the face of uncertainty of conditions and requirements which involves conducting research of innovative nature.

	<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 management and enterprise management and administration development; - concepts of systemic, situational, adaptive, antisypative, 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
Main focus of educational program and specialization	<p>Special education in the field of knowledge “Management and Administration” in specialty 073 “Management”, educational program “Enterprise management and administration”.</p> <p><i>Key words:</i> enterprise management, administration, development, justification, adoption, implementation of management decisions, the organization's management system, modern management concepts, the effectiveness of organization management, management of structural divisions of the organization, modern management methodology.</p>
Program features	Academic disciplines of the student's choice expand the opportunities for mastering professional competencies for the effective management of modern organizations.
4 – Professional status of graduates and access to further study	
Professional status	<p>Employment in organizations of various organizational and legal forms in the positions of heads of organizations and their structural divisions.</p> <p>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 Managers for business and administration 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
Access to further study	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, self-study, lectures and practical classes, pre-diploma practice
Assessment	Exams, graded tests, course paper defense, pre-diploma practice reports, 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 knowledge / 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 develop and implement appropriate strategies and plans; PC 3. Ability for self-development, lifelong learning and effective self-management; PC 4. Ability to effectively use and develop the organization's resources; PC 5. Ability to create and organize effective communication in the management process; PC 6. Ability to form leadership qualities and demonstrate them in the process of managing people;

	<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. <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) defined by the higher education institution</p>	<p>PCH 1. Ability to effectively manage the financial resources of the organization, to ensure its financial stability and development in the current and strategic periods;</p> <p>PCH 2. Ability to ensure the effective functioning and development of the corporate governance system;</p> <p>PCH 3. Ability to ensure the effective functioning and development of the quality system management in the organization based on quality standards;</p> <p>PCH 4. Ability to make sound management decisions in conditions of risk and uncertainty in the current and strategic periods;</p> <p>PCH 5. Ability to attract investment resources for the development of the organization and effectively manage them;</p> <p>PCH 6. Ability to analyze and structure the problems of the organization, develop effective strategies for the development of the organization taking into account the state of the external environment;</p> <p>PCH 7. Ability to use modern methods of formation and development of organizational culture as a factor in ensuring the competitiveness of an organization;</p> <p>PCH 8. Ability to ensure effective management of organizational changes;</p> <p>PCH 9. Ability to manage public organizations and / or their structural units.</p> <p>PCH 10. Ability to effectively manage municipal organizations.</p> <p>PCH 11. Ability to analyze the organization’s management state, to identify existing problems of its functioning and development, to make and implement effective management decisions aimed at eliminating the identified problems;</p> <p>PCH 12. Ability to justify and ensure the implementation of management decisions in the financial sphere of the organization.</p>
7 – Program learning outcomes	
<p>Program learning outcomes (PLO), 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 have 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 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 authority and leadership of 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) defined by the higher education institution</p>	<p>PLOHEI 1. To be able to develop the financial strategy of the organization, design it for the current period, conduct a comprehensive analysis of financial indicators of the organization, interpret its results and make sound management decisions to ensure the planned financial condition of the organization in both current and strategic periods using modern information technology;</p> <p>PLOHEI 2. To be able to ensure the economic efficiency of corporate governance;</p> <p>PLOHEI 3. To be able to apply and improve quality systems management in accordance with modern quality standards;</p> <p>PLOHEI 4. To be able to identify, classify and neutralize the risks of making and implementing managerial decisions in the face of uncertainty of conditions and requirements;</p> <p>PLOHEI 5. To be able to evaluate the effectiveness of investment projects and choose the most profitable investment projects for both the organization and investors;</p> <p>PLOHEI 6. To critically comprehend, select and use the necessary methodological and analytical tools for the formation of strategies for the development of the organization taking into account the state of the external environment;</p> <p>PLOHEI 7. To be able to analyze the existing organizational culture and organize the process of its improvement to ensure the effectiveness of making and implementing management decisions;</p>

	<p>PLOHEI 8. To manage the process of changes in the organization to ensure its development.</p> <p>PLOHEI 9. To be able to plan, organize, and control the activities of public organizations, motivate staff to work productively.</p> <p>PLOHEI 10. To be able to make sound management decisions aimed at the effective functioning and development of the urban economy organization.</p> <p>PLOHEI 11. To be able to analyze the state of the organization's management, identify existing problems of its functioning and development, make and implement effective management decisions aimed at eliminating the identified problems.</p> <p>PLOHEI 12. To be able to identify the problems of effective functioning and development of the organization, justify management decisions the implementation of which is aimed at eliminating the identified problems;</p> <p>PLOHEI 13. To be able to make sound management decisions, implement them in the financial sphere of the organization taking into account the requirements of current legislation, ethical considerations and social responsibility in the international context.</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 Management and Public Administration 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>Three teachers have a B-2 level English language certificate; most teachers have completed international internships at European universities.</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 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, Libre office.Impress, FreeMind, Mind42, ViSta, MacANOVA,. Matrixer.</p>
Information and methodological support	<p>All educational components of the educational program “Enterprise Management and Administration” 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,</p>

	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: - 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: - 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