

**The Profile of the Educational Program “Administrative Management” in Speciality  
281 Public management and administration**

<b>1 – General information</b>	
<b>Full name of the higher educational establishment</b>	O. M. Beketov National University of Urban Economy in Kharkiv
<b>Name of qualification and title conferred in original language</b>	Магістр публічного управління та адміністрування <i>Master of public management and administration</i>
<b>Official name of educational program</b>	Administrative management
<b>Type of diploma and scope of educational program</b>	Master’s diploma, single, 90 ECTS credits, 1 year 4 months by full-time study, 1 year 10 months in external study mode
<b>Accreditation availability</b>	Accredited by 01/07/2024, certificate УД №21006915
<b>Cycle/level</b>	Second (Master) level National Qualification Framework – level 7 FQ-EHEA – second cycle EQF-LLL – level 7
<b>Access requirements</b>	Educational qualification of Bachelor or Specialist level
<b>Language(s) of instruction</b>	Ukrainian, English
<b>Official length of program</b>	5 years
<b>Internet address of permanent placement of the description 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 train highly qualified specialists who have knowledge of the subject area, integral, general and professional competencies to ensure the ability for professional activity in the field of administrative management to solve socio-economic problems at the central, regional, local and organizational levels.
<b>3 - Educational program specifications</b>	
<b>Subject area</b>	<i>The object of study:</i> principles and patterns of functioning of the public management and administration system as a set of institutions of state administration, civil society in accordance with the functions and powers assigned to them; relations, phenomena, processes, models and mechanisms that characterize the manifestations of public management and administration at the highest, central, regional and local levels. <i>Learning objectives:</i> to train professionals in public management and administration capable of solving complex tasks and problems in the related field. <i>Theoretical content of the subject area:</i> scientific concepts (theories) of public management and administration at the national, regional and local levels of management. <i>Methods, techniques, and technologies of scientific knowledge,</i> management and decision-making, analytical information processing, institutional, instrumental, functional, organizational, technological and

	<p>legal support, electronic management, system analysis, modeling, forecasting and design.</p> <p><b>Tools and equipment:</b> information-analytical tools, management decision support systems, special software</p>
<b>Educational program orientation</b>	Educational and professional
<b>Main focus of educational program and specialization</b>	<p>Special education in the field of Public management and administration in Speciality 281 Public management and administration, educational program Administrative management</p> <p>Training of qualified specialists with professional competencies in administrative management.</p> <p><i>Key words:</i> administrative management, public management, public administration, legal regulation of public management and administration, institutional support of public management and administration, regional administration, organizational management.</p>
<b>Program features</b>	<p>Internship in government bodies, local governments, other bodies, institutions that are subject to the Laws of Ukraine "On Civil Service", "On Service in Local Self-Government Bodies".</p> <p>The academic staff speak English and have the appropriate B2 level certificates, which allows them to teach the courses of the educational program in a foreign language in the field of public management and administration.</p>
<b>4 – Professional status of graduates and access to further study and employability</b>	
<b>Employability</b>	<p>Employment in organizations of various organizational and legal forms in the positions of heads of organizations and their structural divisions. Professions (<i>according to the current edition of the National Classifier of Ukraine: Classifier of Professions (ДК 003: 2010)</i>):</p> <p>1120.1 Senior officials of state executive bodies</p> <p>1120.2 Senior officials of local authorities</p> <p>1141.1 Senior officials of political parties</p> <p>1142.1 Senior trade union officials</p> <p>1143.2 Senior officials of other self-governing organizations</p> <p>1143.4 Senior officials of other public organizations in the socio-cultural sphere</p> <p>1210.1 Heads of enterprises, institutions and organizations</p> <p>1229.1 Senior officials of the apparatus of the central state government bodies</p> <p>1229.3 Senior officials of the apparatus of the local state government bodies</p> <p>1229.7 Heads of other major divisions in other areas of activity</p> <p>1477.1 Personnel manager</p> <p>1483 Manager in the social sphere</p> <p>1490 Manager in other economic activities</p> <p>1493 Manager of quality systems in public administration</p>
<b>Further study</b>	Obtaining education at the third (educational and scientific) level of higher education. Obtaining additional qualifications in the adult education system.
<b>5 – Instruction and assessment</b>	
<b>Teaching and learning</b>	<p>Student-centered training, problem-oriented training, lectures, practical classes, laboratory-based work, self-study, consultations, project work, preparation of qualifying work, etc.</p> <p>Teaching methods of problem presentation, illustration and demonstration, partial search, research, practical.</p>

<b>Assessment</b>	<p>Current control: oral and written questioning, tests, presentations of individual tasks.</p> <p>Final control: written exams and graded tests, defense of course projects and practice reports.</p> <p>Attestation: public defense of the attestation examination and qualifying work.</p>
<b>6 – Program competencies</b>	
<b>Integral competency</b>	The ability to solve complex problems in the field of public management and administration and / or in the learning process which involves research and / or innovation and is characterized by the uncertainty of conditions and requirements.
<b>General competencies (GCs) defined by the higher education standard</b>	<p>GC 01. Ability for abstract thinking, analysis and synthesis.</p> <p>GC 02. Ability to work in a team, motivate people and move towards a common goal, be a leader, act in a socially responsible and conscious manner.</p> <p>GC 03. Ability to design and manage projects.</p> <p>GC 04. Ability to improve and develop professional, intellectual and cultural level.</p> <p>GC 05. Ability to make informed decisions and use modern communication technologies.</p> <p>GC 06. Ability to communicate professionally in a foreign language.</p> <p>GC 07. Ability to generate new ideas (creativity).</p>
<b>Professional competencies of the specialty (PC) defined by the higher education standard</b>	<p>PC 01. Ability to establish social interaction, cooperation, prevent and resolve conflicts.</p> <p>PC 02. Ability to organize the activities of public administration bodies and other public organizations.</p> <p>PC 03. Ability to organize information and analytical support of management processes using modern information resources and technologies, in particular, to develop measures for the implementation of e-government in various areas of public management and administration.</p> <p>PC 04. Ability to define indicators of sustainable development at the highest, central, regional, local and organizational levels.</p> <p>PC 05. Ability to represent public administration authorities in relations with other state and local self-government bodies, public associations, enterprises, institutions and organizations regardless of their form of ownership and to establish effective communication with them.</p> <p>PC 06. Ability to carry out professional activities taking into account the needs of national security of Ukraine.</p> <p>PC 07. Ability to independently prepare drafts of laws and regulations, analytical reports, proposals, reports, provide expert assessment of regulations at various levels of public management and administration.</p> <p>PC 08. Ability to develop strategic documents for the development of socio-economic systems at the highest, central, regional, local and organizational levels.</p> <p>PC 09. Ability to carry out scientific and research activities in the field of public management and administration.</p> <p>PC 10. Ability to make sound management decisions taking into account European and Euro-Atlantic integration.</p>
<b>7 – Program learning outcomes</b>	
<b>Program learning outcomes (PLO), defined by the higher education standard</b>	<p>PLO 01. To know the theoretical and applied principles of development and analysis of public policy, basics and technologies of management decision-making.</p> <p>PLO 02. To solve complex tasks of public management and</p>

	<p>administration, taking into account the requirements of the law, identify legal conflicts and problems; develop draft regulations to eliminate them.</p> <p>PLO 03. To know the basic principles of national security and be able to prevent and neutralize challenges and threats to the national interests of Ukraine within your professional competence.</p> <p>PLO 04. To use modern statistical methods, models, digital technologies, specialized software to solve complex problems of public management and administration.</p> <p>PLO 05. To identify priority areas for the implementation of e-government and the development of e-democracy.</p> <p>PLO 06. To implement effective management of innovations, resources, risks, projects, changes, quality; to apply modern models, approaches and technologies, international experience in the design and reorganization of management and corporate structures.</p> <p>PLO 07. To be able to develop national / regional program documents for the development of public administration, using a systematic analysis and an integrated approach, as well as teamwork methods.</p> <p>PLO 08. To be able to carry out effective communication, argue your position, use modern information and communication technologies in the field of public administration on the basis of social responsibility, legal and ethical standards.</p> <p>PLO 09. To communicate in a foreign language on professional topics, discuss public administration issues and research results.</p> <p>PLO 10. To represent public authorities and other organizations in the public sphere and present the results of their activities to specialists and the general public.</p> <p>PLO 11. To develop informed management decisions taking into account European and Euro-Atlantic integration, take into account the goals, existing legislative, time and resource constraints, assess the political, social, economic and environmental consequences of decision options.</p> <p>PLO 12. To plan and carry out scientific and applied research in the field of public management and administration, including problem analysis, setting goals and objectives, choosing and using theoretical and empirical research methods, analyzing its results, and formulating well-grounded conclusions.</p>
<b>8 – Resource support for program implementation</b>	
<b>Staffing</b>	All the members of the academic staff have qualifications in accordance with the educational components, experience in practical and scientific and pedagogical activities, regularly upgrade their qualification through participation in scientific projects, conferences, internships in institutions of Ukraine and foreign countries.
<b>Logistics</b>	Logistics of the educational program meets the requirements and provides an opportunity for effective training of applicants. Lectures are held in classrooms with multimedia equipment. Practical classes are held in specialized computer labs with the use of information and communication equipment and the use of information systems and software products.
<b>Information and methodological support</b>	All educational components are provided with teaching materials posted in the appropriate courses on the distance learning platform Moodle. Applicants have free access to modern professional literature and periodicals; Scopus and Web of Science databases; Springer resources;

	<p>ScienceDirect databases from Elsevier publishing house; on the ScienceDirect platform.</p> <p>Educational materials are available for students in the reading rooms of the 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 service room equipped with computers with Internet access and local network of the University, in the digital repository <a href="http://eprints.kname.edu.ua">http://eprints.kname.edu.ua</a>, on the portal of the Center for Distance Learning <a href="https://dl.kname.edu.ua/">https://dl.kname.edu.ua/</a></p>
<b>9 – Academic mobility</b>	
<b>National credit mobility</b>	<p>Agreement on partnership and cooperation between O. M. Beketov NUUEKKh and:</p> <ul style="list-style-type: none"> <li>- Institute for Personnel Training of the State Employment Service of Ukraine (Ukraine, Kyiv), agreement No. 5 dated 08/02/2021</li> <li>- Kharkiv Regional Institute of Public Administration of the National Academy of Public Administration under the President of Ukraine (Ukraine, Kharkiv), agreement No. 4 dated 18/12/2020</li> </ul>
<b>International credit mobility</b>	<p>Agreement on cooperation between the parties on the exchange of students and teachers between O. M. Beketov NUUEKKh and:</p> <ul style="list-style-type: none"> <li>- University of Nova Gorica (Slovakia), agreement No. 88, 2017.</li> <li>- Krakow University of Economics (Poland), agreement No. 95, 2018.</li> <li>- University «Humanitas» (Poland), agreement No. 63, 2015.</li> <li>- Higher School of Management in Legnica (Poland), agreement No. 42, 2015.</li> <li>- Baltic International Academy (Greece), agreement No .78, 2017.</li> <li>- University of Economics, Varna (Bulgaria), agreement No. 77, 2019.</li> </ul>
<b>Training of foreign higher education applicants</b>	<p>In accordance with the Regulations for admission to study at O. M. Beketov National University of Urban Economy in Kharkiv</p>