BORYS GRINCHENKO KYIV UNIVERSITY

«APPROVED»
Decision of the Academic Council,
Borys Grinchenko Kyiv University
27 November 2020 protocol № 9
(new edition)

The Head of the Academic Council, Rector
Viktor Ogneviuk

_____

Programme of Study (vocational)

281.00.01 Public Administration
Level Two (Master) of higher education

Field of Knowledge: 28 Public Administration and Management
Speciality: 281 Public Administration and Management
Qualifications: Master of Public Administration and Management

Enacted in 2020
(order __.__.2020 № ___)

Kyiv – 2020

LETTER OF APPROVAL
Programme of Study (Vocational)
281.00.01 Public Administration

The program was revised and updated in 2020.

Department of Management
Protocol of 15.09.2020 № 10

Head of Department _____ L. M. Ilich
(signature)

Academic Council of the Faculty of Information Technology and Management
Protocol of September 16, 2020 № 9

Chairman of the Academic Council _____ A.V. Mykhatska
(signature)

Scientific and methodical center of standardization and quality of education

The head of the department_____ O.V. Leontieva
 ___.___. 2020.

Vice-rector for scientific-methodical and educational work

_____ O.B. Zhyltsov
___.___. 2020.

PREAMBLE

Developed on the basis of the Laws of Ukraine "On Education", "On Higher Education" and the Standard of Higher Education of Ukraine in specialty 281 "Public Administration" for the second (master's) level of higher education, approved by the Order of the Ministry of Education and Science of Ukraine 04.08.2020 № 1001.

The programme of study (vocational) developed by the project group::

Project team leader (guarantor of the educational program)
Pospelova Tetyana Vadymivna, Doctor of Science in Public Administration, Associate Professor, Professor of the   _____
Department of Management

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REVIEWS OF EMPLOYERS ' REPRESENTATIVES:
Dekhtyarchuk Alexander Volodymyrovych Executive Director of the Kyiv Regional Branch of the Association of Ukrainian Cities, People's Deputy of Ukraine of the VII Convocation

Kendyukhov Alexander Volodymyrovych, President of the Association for the Globalization of Education and Science SPACETIME, Doctor of Economics, Professor

Natalia Pohrebna, Acting Director of the Department of Economic Development and Trade of the Kyiv Regional State Administration, Master of Public Administration

Educational program put into effect on 01.09.2017
Term of revision of the educational program: once in 2 years.

Updated:

Date of review of the EP / amendments to the EP	22.05.2019	17.06.2020	___.___.2020
Signature			
Name of the guarantor of EP	Pospelova T.V.	Pospelova T.V.	

JUSTIFICATION

Changes to the educational and professional program are due to the need to coordinate the content of the educational and professional program 281.00.01 "Public Administration", approved by the decision of the Academic Council of Borys Grinchenko Kyiv University from 25.05.2017 protocol № 5 (order dated 26.05.2017 № 348), with changes approved by the decisions of the Academic Council of the Faculty of Information Technology and Management from 22.05.2019, protocol № 5 and 17.06.20 protocol № 6 and taking into account the order of the Ministry of Education and Science of Ukraine from 04.08.2020 № 1001. On approval of the standard of higher education for specialty 281 "Public Administration" for the second (master's) level of higher education.

In addition, structural reforms of public administration, civil service, local self-government and territorial organization of power have started in Ukraine since the development of the educational and professional program. The Cabinet of Ministers of Ukraine on May 10, 2018 approved a plan of measures to implement the "Concept of reforming the system of professional training of civil servants, heads of local state administrations, their first deputies and deputies, local government officials and deputies of local councils" № 342-r (hereinafter the Concept). Reforms of the education system put on the agenda the need to modernize the educational and professional program.

During the implementation of the educational and professional program, it was updated twice, namely, changes were made due to the reform processes and the availability of real resources to ensure the implementation of measures to implement the Concept. The changes concerned the clarification of the names of educational components, bringing them in line with modern content, filling the content modules and structural and logical sequence in the curriculum of higher education. The need for these changes was identified in the process: study of analytical documents and reports of the National Agency of Ukraine for Civil Service, the authorized public authority to form and operate a system of professional training of civil servants and local government officials; monitoring the quality of training of applicants; consultations with the heads of the practice bases; survey of students and graduates of the specialty "Public Administration" of Borys Grinchenko Kyiv University.

In accordance with the standard of higher education in the specialty 281 "Public Administration" for the second (master's) level of higher education, the following sections were developed and amended: general information about the educational program; list of graduate competencies; program learning outcomes; forms of certification of applicants for higher education.

These changes led to the development of a new version of the description of the educational and professional program.

I. Profile of the educational and professional program
281.00.01 "Public administration"
Speciality 281 Public Administration and Management

1.	General information
Full name of the institution of higher education and structural unit	Borys Grinchenko Kyiv University Faculty of Information Technology and Management
Degree of higher education and title of qualification	Degree: Master Specialty: Public Administration Educational program: Public administration Qualification: Master of Public Administration
The official name of the educational program	281.00.01 "Public administration"
Type of diploma and scope of educational program	Master's degree, single, 90 ECTS credits, term of study 1 year 4 months
Forms of education	External form of education
Availability of accreditation	National Agency for Quality Assurance in Higher Education. Ukraine. Certificate of accreditation educational program "Public Administration" in the specialty 281 "Public Administration", the second (master's) level Decision № 17 (3,154) dated 23.12.2019 Certificate № 100, validity of the certificate until 23.12.2024.
Cycle / level	НРК України – 7 level, FQ-EHEA – second period, EQF-LLL – 7 level
Prerequisites	Availability of a master's degree or educational qualification level of a specialist
Language of instruction	Ukrainian
Validity of the educational program	According to the accreditation period
Internet address of the permanent placement of the description of the educational program	http://kubg.edu.ua/
2 – The purpose of the educational program	

Provide students with in-depth training in public administration and managment, with an emphasis on modern theories and approaches that have wide application in various fields of management science and practice; provide knowledge and form appropriate competencies for further education, development of research skills, professional activities

3 – Characteristics of the educational program	
Description of the subject area	**Objects of study:** principles and regularities of functioning of the system of public administration and administration as a set of institutions of public administration, local self-government, civil society in accordance with the functions and powers assigned to them; relations, phenomena, processes, models and mechanisms that characterize the manifestations of public administration and administration at the highest, central, regional and local levels. **Learning objectives:** training of specialists in public administration and administration, able to solve complex problems and problems in the field of public administration. **Theoretical content of the subject area:** scientific concepts (theories) of public administration and administration, in particular at the higher, central, regional and local levels of government. **Methods, techniques and technologies:** scientific knowledge, management and decision-making, analytical information processing, institutional, instrumental, functional, organizational, technological and legal support, e-government, systems analysis, modeling, forecasting and design. **Tools and equipment:** information and analytical tools, support systems for making and implementing management decisions, specialized software. The volume of the educational program is 90 ECTS credits **Volume ratio of** general, professional and selective parts: The obligatory part is 67 ECTS credits (74.4%). Theselective part - 23 ECTS credits (25.6%) is aimed at forming an individual trajectory of applicants with the possibility of expanding and deepening the professional competencies of the Master of Public Administration.
Orientation of the educational program	General education in the field of public administration Key words: public administration; public administration; public policy; law in public administration; strategic management; regional management; Local Government; HR-management in public administration; state regulation of economic processes; budget process; reforming the state and social system; state management of social and humanitarian development; communication policy; making management decisions
Features of the program	Applied orientation; internships in public authorities, local governments in the structures of non-state actors of civil society and public organizations
4 - Suitability of graduates for employment and further study	
Employment of graduates:	The graduate is suitable for employment in organizations and institutions operating in the field of public administration: - in positions in central and local government; - in positions in local governments; - in positions in the structures of non-state actors of civil society and public organizations; - in managerial positions and positions of specialists at

	enterprises, institutions and organizations of state and communal forms of ownership;
	- in managerial and administrative positions in international organizations and their representations in Ukraine
	-
Academic rights of graduates	Obtaining education at the third (educational and scientific) level of higher education. Acquisition of additional qualifications in the system of adult education
5 – Teaching and assessment	
Academic rights of graduates	Based on the principles of student-centeredness and individual-personal approach; implemented through research-based learning, strengthening practical orientation and creative orientation in the form of a combination of lectures, practical classes, independent teaching and research work using elements of distance learning, solving applied problems, project implementation, production practices, preparation and defense of master's thesis
Evaluation	Cumulative scoring and rating system, which provides for the assessment of students for all types of classroom and extracurricular educational activities (current, modular, final control): written and oral exams, tests, testing, essays, oral presentations, defense of practice reports, defense of master's thesis and passing a single state qualification exam in the specialty.
6 – Program competencies	
Integral competence	Ability to solve complex problems and problems in the field of public administration and / or in the learning process, which involves research and / or innovation and is characterized by uncertainty of conditions and requirements.
General Competences (GC)	**GC01**. Ability to abstract thinking, analysis and synthesis. **GC02**. Ability to work in a team, motivate people and move towards a common goal, be a leader, act socially and consciously. **GC03**. Ability to develop and manage projects. **GC04**. Ability to improve and develop professional, intellectual and cultural levels. **GC05**. Ability to make informed decisions and use modern communication technologies **GC06**. Ability to communicate professionally in a foreign language. **GC07**. Ability to generate new ideas (creativity).
Special (professional, subject) competencies (SC)	**SC01.** Ability to establish social interaction, cooperation, prevent and resolve conflicts. **SC02.** Ability to organize the activities of public administration bodies and other public organizations. **SC03.** 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 administration.

	SC04. Ability to determine indicators of sustainable development at the higher, central, regional, local and organizational levels.
	SC05. Ability to represent public authorities in relations with other state and local governments, public associations, enterprises, institutions and organizations, regardless of ownership, citizens and to establish effective communication with them.
	SC06. Ability to carry out professional activities taking into account the needs of national security of Ukraine.
	SC07. Ability to independently prepare draft regulations, analytical reports, proposals, reports, provide expert assessment of regulations at various levels of public administration.
	SC08. Ability to develop strategic documents for the development of socio-economic systems at the highest, central, regional, local and organizational levels.
	SC09. Ability to carry out scientific and research activities in the field of public administration.
	SC10. Ability to make sound management decisions taking into account issues of European and Euro-Atlantic integration.

7 – Program learning outcomes

PLO01. Know the theoretical and applied principles of development and analysis of public policy, basics and technologies of management decision-making.

PRN02. Solve complex tasks of public administration, taking into account the requirements of legislation, identify legal conflicts and problems, develop draft regulations to eliminate.

PLO03. Know the basic principles of national security and be able to prevent and neutralize challenges and threats to the national interests of Ukraine within its professional competence.

PLO04. Use modern statistical methods, models, digital technologies, specialized software to solve complex problems of public administration.

PLO05. Identify priority areas for the implementation of e-government and the development of e-democracy.

PLO06. To carry out effective management of innovations, resources, risks, projects, changes, quality, to apply modern models, approaches and technologies, the international experience at designing and reorganization of administrative and general organizational structures.

PLO07. Be able to develop national / regional policy documents for the development of public administration, using systematic analysis and an integrated approach, as well as methods of teamwork.

PLO08. Be able to communicate effectively, argue their position, use modern information and communication technologies in the field of public administration and administration on the basis of social responsibility, legal and ethical norms.

PLO09. Communicate in a foreign language on professional topics, discuss problems of public administration and research results.

PLO10. Represent public administration bodies and other public organizations and present the results of their activities to specialists and the general public.

PLO11. Develop sound management decisions taking into account issues of 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 solutions.

PLO12. Plan and carry out scientific and applied research in the field of public administration, including analysis of issues, setting goals and objectives, selection and use of theoretical and empirical research methods, analysis of its results, formulation of sound conclusions.

8 – Resource support for program implementation

| Staffing | The staffing of the educational program consists of the teaching staff of the departments of the Faculty of Information Technology |

	and Management. The practice-oriented nature of the educational-professional program provides for the broad participation of specialists-practitioners, corresponding to the direction of the program, which strengthens the synergetic connection of theoretical and practical training. The guarantor of the educational program and the teaching staff that ensures its implementation meet the requirements set by the Licensing Conditions for the educational activities of educational institutions.
Logistics	The organization of the educational process is provided primarily by: area sufficient for all types of training sessions and extracurricular activities, in particular, most classrooms are equipped with SMART-boards, projectors; e-learning system; computer classes; the presence of a library and reading room with the necessary fund of educational and methodical literature; modern technical equipment.
Information and educational and methodical support	The official website of the Borys Grinchenko Kyiv University of http://kubg.edu.ua contains information about the educational program, educational, scientific and educational activities, structural subdivisions, admission rules, contacts. The educational process is provided with educational and methodical materials, both in printed form and in electronic form. Materials of educational and methodical providing (working programs of educational disciplines, materials of seminar / practical and independent work on disciplines, programs of practices, system of control actions and criteria of estimation of knowledge of students), and also electronic educational courses of the educational program are stated in the E-environment in Moodle system, which provides opportunities for distance learning and independent work.
9 – Academic mobility	
National credit mobility	-
International credit mobility	The University is a participant in the European Union's Erasmus + educational program.
Foreign training applicants for higher education	

II. List of components of the educational and professional program and their logical sequence

II.1. List of educational components

Component code	Code (n / a, pr., at.)	Components of the educational program (academic disciplines, course projects (works), practices, qualification work)	Number of credits	Form of final control
1	2	3	4	5
Obligatory components of educational program				
OC 1	ОДЗ.01	Improving the civil servant's efficiency	4	Credit
OC 2	ОДЗ.02	Research methodology in public administration	4	Credit
OC 3	ОДЗ.03	Foreign language for professional purposes	4	Exam
OC 4	ОДФ.01	HR-management in public administration	4	
OC 5	ОДФ.02	Public policy: analysis and implementation mechanisms	4	Credit
OC 6	ОДФ.03	Law in public administration	4	Credit
OC 7	ОДФ.04	State regulation of economic processes	4	Credit
OC 8	ОДФ.06	Budget process in Ukraine	4	Credit
OC 9	ОДФ.07	Modern concepts of reforming the state and social system	4	Exam
OC 10	ОДФ.08	Strategic management	4	Exam
OC 11	ОДФ.09	State Administration of Social and Humanitarian Development	4	Credit
OC 12	ОДФ.10	Communicative policy in public administration	4	Credit
OC 13	ОДФ.11	Making management decisions in public administration	4	Credit
OC 14	ОП.1	Production (expert-analytical) practice	9	Credit
OC 15	ОА.1	Execution and defense of a master's thesis	5	Graduation
OC 16	ОА.2	The state qualification exam in the specialty	1	Exam
The total amount of oblogatory components:			**67**	
Elective components of EP (addition 1)				
1. Elective block 1 - "State regulation of city development"				
EC 1.1	ВДС 1.1.	Institutional mechanism of state regional policy in the conditions of decentralization	4	Credit
EC 1.2	ВДС 1.2.	Regional development strategy	5	Credit
EC 1.3	ВДС 1.3.	Sustainable development of the region (city)	4	Credit
EC 1.4	ВДС 1.4.	Public procurement	4	Credit
EC 1.5	ВДС 1.5.	Work practice (specialization)	6	Credit
		total	**23**	
2. Elective block 2 - "E-government"				
EC 2.1	ВДС 2.1.	Conceptual principles of e-government	4	Credit
EC 2.2	ВДС 2.2.	Information technology infrastructure of e-government	5	Credit
EC 2.3	ВДС 2.3.	Organizational and legal support of e-government in Ukraine	4	Credit

EC 2.4	ВДС 2.4	Electronic democracy and electronic state	4	Credit
EC 2.5	ВДС 2.5	Work practice (specialization)	6	Credit
		total	23	
3. Elective block 3 - Choice from the catalog of courses				
EC 3	ВДС 3	(the student chooses disciplines for the appropriate number of credits)	23	Credit
The total amount of sample components			23	
TOTAL VOLUME OF THE EDUCATIONAL PROGRAM			90	

2.2. Structural logical scheme of educational program

1 semester 30 credits	2 semester 30 credits	3 semester 30 credits
Improving the civil servant's efficiency (4 credits)	Research methodology in public administration (4 credits)	
HR-management in public administration (4 credits)		
Public policy: analysis and implementation mechanisms (4 credits)	Modern concepts of reforming the state and social system (4 credits)	
Law in public administration (4 credits)		
State regulation of economic processes (4 credits)	State Administration of Social and Humanitarian Development (4 credits)	
Foreign language for professional purposes (4 credits)		
Budget process in Ukraine (4 credits)	Strategic management (4 credits)	
Communicative policy in public administration (4 credits)	Making management decisions in public administration (4 credits)	
	Elective courses (8 credits)	Elective disciplines (9 credits)
		Industrial (specialization) practice (6 credits)
		Production (expert-analytical) practice (9 credits)
		Preparation and defense of a master's thesis (5 credits)
		Unified state qualification exam in the specialty (1 credit)

III. Form of certification of applicants for higher education

Certification of applicants for higher education educational and professional program 281.00.01 "Public Administration" is carried out in the following forms:

- ✔ defense of qualifying master's thesis;
- ✔ the state qualification exam in the specialty.

Qualifying master's thesis involves solving a complex problem or problem in the field of public administration and administration, which involves research and / or innovation and is characterized by uncertainty of conditions and requirements.

The qualifying master's thesis must be tested for plagiarism and published on the University website (in the repository).

The state qualifying exam evaluates the compliance of learning outcomes with the requirements of the Standard of Higher Education of Ukraine in specialty 281 "Public Administration" for the second (master's) level of higher education, approved by the Order of the Ministry of Education and Science of Ukraine from 04.08.2020 № 1001 and meets the organizational requirements for a single state qualifying exam, which are established by law.

Certification is carried out openly and publicly.

Execution of the educational-professional program in full ends with the issuance to the graduate of a standard document on awarding him a master's degree with the qualification: Master of Public Administration.

IV. Matrix of correspondence of program competences to components of the educational program

	CC1	CC2	CC3	CC4	CC5	CC6	CC7	CC8	CC9	CC10	CC11	CC12	CC13	CC14	CC15	CC16
GC 01	●	●		●	●	●	●	●		●	●		●			●
GC 02	●			●	●								●			
GC 03					●		●			●			●	●	●	●
GC 04	●			●	●			●				●	●	●	●	
GC 05	●			●	●			●					●	●	●	●
GC 06			●													
GC 07	●			●	●				●	●		●	●			●
SC 01	●			●				●	●			●	●	●	●	
SC 02					●				●			●	●			
SC 03		●				●		●		●				●	●	●
SC 04				●		●	●	●		●	●		●			●
SC 05												●				●
SC 06					●	●	●		●	●	●		●			●
SC 07				●	●	●	●		●				●		●	●
SC 08				●	●			●	●	●	●			●	●	●
SC 09		●							●					●	●	●
CK 10									●	●			●	●	●	●

V. Matrix of correspondence of programme learning outcomes (PLO) and relevant components of the components of educational program

	CC1	CC2	CC3	CC4	CC5	CC6	CC7	CC8	CC9	CC10	CC11	CC12	CC13	CC14	CC15	CC16
PLO 01				●	●			●	●				●	●	●	●
PLO 02				●	●	●	●		●		●	●	●	●	●	●
PLO 03					●	●	●	●	●	●	●		●			●
PLO 04		●		●					●				●	●	●	●
PLO 05									●							●
PLO 06				●			●	●	●				●	●	●	●
PLO 07				●	●		●	●		●	●			●	●	●
PLO 08	●			●	●							●	●		●	●
PLO 09			●													
PLO 10				●								●			●	
PLO 11						●	●	●	●	●	●	●	●	●	●	●
PLO 12		●			●			●						●	●	●

Annex 1 - ELECTIVE PART OF THE EDUCATIONAL PROGRAM

Students exercise the right to free choice of disciplines provided for in paragraph 15 of the first part of Article 62 of the Law of Ukraine "On Higher Education" at Borys Grinchenko Kyiv University is in accordance with the Regulations on the procedure and conditions for students to choose disciplines № 642.

1. Elective block 1 - "State regulation of city development"

The student's choice of the block "State regulation of city development" creates conditions for deepening and expanding professional knowledge within the selected educational program.

The block of disciplines "State regulation of city development" is aimed at acquiring additional knowledge, skills and abilities in the field of strategy development of the region / city; institutional principles and legal mechanism of state regional policy in terms of deepening the processes of decentralization of public administration, the formation of the latest model of regional governance and activation of the total economic, social, resource potential of regions to ensure sustainable growth.

Additional special (professional) competencies (ASC)	
ASC 1	Ability to identify and analyze the most acute problems of regional / city development
ASC 2	Ability to identify priority areas for city development, content, timing, and nature of municipal transformations
ASC 3	Ability to develop and rationally use the resource potential of the region / city, create comfortable living conditions for the population, ensure environmental safety

Additional program learning outcomes (APLO)	
APLO-1	Identify and analyze the most acute problems of the city on the basis of verified and reliable information, if necessary, be able to supplement and synthesize missing information
APLO-2	Identify priority areas of city development, content, timing, and nature of municipal transformations
APLO-3	To be able to develop and rationally use the resource potential of the region / city, create comfortable living conditions for the population, ensure environmental safety

Matrices of correspondence of program competencies and learning outcomes to the elective components of block 1

	BK 1.1	BK 1.2	BK 1.3	BK 1.4	BK 1.5
GC01	●	●	●		●
GC02			●		
GC03	●	●	●		●
GC05		●			
SC02	●				
SC04	●	●	●		●
SC05	●		●	●	
SC06	●				
SC07	●			●	
SC08	●	●			
SC09					●
SC10		●			
ASC1	●	●	●		●
ASC2	●	●	●		●
ASC3	●		●	●	●

	BK 1.1	BK 1.2	BK 1.3	BK 1.4	BK 1.5
PLO 01	●				●
PLO 02				●	
PLO 03	●	●	●		
PLO 04		●		●	●
PLO 05					
PLO 06	●	●	●		●
PLO 07		●	●		●
PLO 10	●				
PLO 11		●	●		●
PLO 12		●	●		●
APLO1		●	●		●
APLO2		●	●		●
APLO3	●	●	●	●	●

2. Elective block 2 - "E-government"

The student's choice of the e-government block creates conditions for deepening and expanding professional knowledge within the chosen educational program.

The elective block "E-Government" is aimed at expanding professional competencies by developing knowledge, skills and abilities to use modern information and communication resources and technologies to ensure public administration processes. It is based on mastering the conceptual foundations of e-government, e-democracy and e-state; study of the current state of development of information and technological infrastructure of e-government, organizational and legal support of e-government in Ukraine.

Additional special (professional) competencies (ASC)	
ASC 1	Ability to identify the main directions of e-government at the local and regional level
ASC 2	Ability to define the ultimate and intermediate goals of implementation / improvement of e-government at the local and regional level, and criteria for their achievement
ASC 3	Ability to formulate the concept, strategy and program of e-government at the local and regional level

Additional program learning outcomes	
APLO-1	To determine the main directions of e-government at the local and regional level on the basis of the analysis of the current state of development of the information-technological infrastructure of e-government, its organizational and legal support;
APLO-2	To determine the main directions of e-government at the local and regional level on the basis of the analysis of the current state of development of the information-technological infrastructure of e-government, its organizational and legal support;
APLO-3	Develop a concept, strategy and program of e-government at the local and regional level, based on real resources and best foreign practices

Matrices of correspondence of program competencies and learning outcomes to elective components of unit 2

	BK 2.1	BK 2.2	BK 2.3	BK 2.4	BK 2.5
GC01	●		●		
GC05	●	●			
SC02		●			
SC03	●	●	●	●	●
SC04					●
SC05				●	
SC06	●	●		●	
SC07			●		
SC09					●
SC10	●			●	
ASC1	●		●		●
ASC2		●			●
ASC3			●	●	●

	BK 2.1	BK 2.2	BK 2.3	BK 2.4	BK 2.5
PLO 01	●		●	●	●
PLO 02			●		
PLO 03	●	●	●	●	
PLO 04	●	●	●	●	●
PLO 05	●	●	●	●	●
PLO 08				●	
PLO 10				●	
PLO 11				●	
PLO 12					●
APLO 1	●	●	●	●	●
APLO 2	●	●	●	●	●
APLO 3	●	●	●	●	●

3. Elective block 3 - "Selection from the catalog of courses"

The choice of courses from the catalog of courses taking into account their own needs and interests in future professional activities allows students to deepen their knowledge and gain additional general and general professional competencies within related specialties and fields of knowledge and / or get acquainted with the current level of research in other fields. or deepen knowledge of general competencies.