

Taras Shevchenko National University of Kyiv

EDUCATIONAL AND PROFESSIONAL PROGRAM

«Public Administration»

Level of higher education: second

Obtained qualification: Master's Degree

Program Subject Area 281 «Public Administration»

Branch of knowledge 28 «Public Administration»

INFORMATION ABOUT OUTSIDE APPROVAL

Reviewers:

Terenteva Anna Valeriivna. Doctor of science with state management, professor, head department state management in sphere civilian protection, Institute of Public Administration and Scientific Research in the Field of Civil Defense (Kyiv).

In terms of its structure and content, this educational and professional program is logical, thoroughly provides opportunities for the acquirer to acquire integral, general and professional competencies. Analysis of this educational and professional program "Public Management and Administration", which was developed by a working group of specialists of Taras Shevchenko National University of Kyiv, allows make conclusion about that, what she capable to provide modern and high-quality professional training of specialists in the field of public management and administration of the second (master's) level of higher education.

Zaichenko Volodymyr Vasyliovych , candidate of sciences in public administration, associate professor, dean faculty economy and management, Central Ukrainian National Technical University.

The educational and professional program "Public management and administration" for students at the second (master's) level of education contains all the necessary structural and content components, reflects modern requirements for the training of specialists in industry public management and administration. The implementation of this program allows you to form the competencies necessary for successfully solving professional tasks, to ensure the compliance of program learning outcomes with the requests of potential employers (stakeholders).

PREFACE

Developed working group in composition:

Surname, first name, patronymic of the head and members of the project team groups	Job title (for part-time workers – place of main work, job title)	Name of the institution from which the teacher graduated (year of graduation, specialty, qualification according to with a document on higher education)	Degree, code and name of scientific specialty, topic dissertations, scientific rank, according to which department (specialty) assigned	Experience in scientific - pedagogical and/or scientific work	Information about scientific activity (main publications by direction, research work, participation in conferences and seminars, work with post-graduate and doctoral students, supervision of students' scientific work)	Information on the teacher 's professional development (name institution, type of document, subject, date of issue)
Head of the project department groups						

<p>Tkachenko Ihor Valentinovich</p>	<p>OSCE Project Coordinator Ukraine, associate professor of the department of public administration of the National Institute of Higher Education public administration and civil service of KNU name Taras Shevchenko</p>	<p>Taras Shevchenko National University of Kyiv, 2001, master's degree, international relations, referent - translator from the German language</p> <p>Taras Shevchenko National University of Kyiv, 2013, specialist, law</p>	<p>political candidate Sciences, specialty 23.00.04 "political problems of international systems and global development", thesis topic : "Political aspects of intercivilizational processes in Central Asia", World Institute</p>	<p>5 years</p>	<p>Engaged in the development of international projects in the field of elections and the development of civil society. The main direction of scientific activity is fundamental and applied scientific research on the problems of the development of the national system of public management and administration, the socio-political potential for ensuring the competitiveness of Ukraine and the sustainable development of society and the state, on which more than 20 scientific works and publications have been published. among the latter:</p>	<p>2018 – Certificate of Achievement, Aspen Institute Kyiv, “Justice, Law, Society” training course 2018 – Certificate of Achievement, OSCE/ODIHR Induction Course 2016 - Diploma, School of Strategic Architect, Kyiv-Mohila Business School</p>
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			<p>economy and international relations NAS of Ukraine</p>	<ol style="list-style-type: none"> 1. Ткаченко, І., & Ткаченко, В. (2021). Actual Issues of Cooperation between Ukraine and International Organizations on Development and Implementation of Regional Policy. Bulletin of Taras Shevchenko National University of Kyiv. Public Administration, 13(1), 70-79. https://doi.org/10.17721/2616-9193.2021/13-8/9 2. І.Ткаченко Ukraine's Approach on Public Administration Reform: Recent Developments and Key Challenges. In English. Proceedings of the 1st International Symposium, September 20, 2019 [Abstracts] Vilnius Gediminas Technical University. Vilnius: Vilnius, 2019 – pp. 67-70. Gediminas Technical University, 2019. 396p. 3. І.Ткаченко Ukrainian Approach on the Funding of Political Parties as a Part of New Good-Governance policy. In English. THE DAYS OF SCIENCE OF THE FACULTY OF PHILOSOPHY - 2019, International Scientific Conference, April 23-24, 2019: [Abstracts] Ed. Board: А. Konverkyi [and other]. - Kyiv: Publishing Center "Kyiv University", 2019. - pp. 214-216 4. Political aspects of the international practice of post-conflict settlement: lessons for Ukraine. Bulletin of Kyiv National University name Taras Shevchenko. Series: Political science. - 2017. - Issue - 2. - P.29-33 _ 	
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					<p>4. Problematic issues of formation and implementation state anti-corruption policy at the current stage development of the political system of Ukraine. Bulletin of Taras Shevchenko National University of Kyiv. Series: Politology. - 2017. - Vol. - 2. - P.38-43 _</p> <p>5. Methodical recommendations for filling electronic declarations of persons authorized to perform the functions of the state or local self-government. K.: "Center for Educational Literature", 2018. - 104 p.</p> <p>Participated in 15 scientific conferences, with whose 5 international and 10 all-Ukrainian. More than 50 master's theses have been defended under his supervision.</p>	
Members of the project team						
Oleg Anatoliyovych Zubczyk	Head of the Department of Public Administration of the Educational and Scientific Institute of Public Administration and civil service	Taras Shevchenko National University of Kyiv, 2002, Philosopher, teacher of philosophical disciplines. Kyiv University of Markets relations,	Candidate of Philosophical Sciences, 09.00.05 - history philosophy "Continental origins of analytical philosophy: historical philosophical study".	15 years	The main area of scientific activity is fundamental and applied scientific research from problems development socially - political and human potential to ensure Ukraine's competitiveness in the world and sustainable development society and the state, under which more than 50 scientific works have been published: 2 monographs, 2 textbooks, 4 educational manuals,	<p>1. The certificate on professional development and development of teaching skills of teachers was issued on January 25, 2021, organized KNU Taras Shevchenko National University of Kyiv in the amount of 1 credit).</p> <p>2. Teaching by the scientific and pedagogical training program employees with 22 June</p>

		2007, Master of Business Administration,	Doctor of science from public administration, 25.00.01 - theory and history of public administration. "Formation of state competitiveness in the political perspective time (state managerial aspects)".		35 scientific articles (Monographs: "Competition: good or evil...", 2006; "Formation of competitiveness state in the perspective of political time (state-management aspects)", 2019; co-authored textbooks: "Political Science", 2010; "Political and legal provision of public management and administration", 2020; Management in state authorities, 2020, Political education state employees, 2021 in co-authorship.	on 6 September 2021 year "Fundamentals of testology and development of test tasks". MES of Ukraine. Certificate from 15 September 2021. 2018 – internship at the Committee on Science and education Verkhovna Council of Ukraine (assistant-consultant of the People's Deputy of Ukraine)
Shulga Maryna Andriivna	Professor of the Department of Public Administration, Faculty of Philosophy (until 2021 r.), from 2021 r - professor of the Department of Public Administration of the Scientific and Educational Institute of Public Administration and civil service	Taras Shevchenko National University of Kyiv, 1992, Social and political sciences, Philosopher, teacher of socio-political disciplines	Doctor of political science sciences, 23.00.02 - theory and history of political science "Modern Russian geopolitical concepts: origins, foundations, evolution", professor Department of Political Science	20 years	Scientific activity are fundamental scientific research in the field theories management and geopolitics, according to which two individual monographs, four textbooks, six educational ones were published manuals, ten educational - methodological developments and more than seventy scientific publications Shulga M.A. Socio-political management K.: Center educational of literature, 2008. – 248 p. Shulga M. A. Political aspects of European integration [Text] : study guide / M. A. Shulga. - K.: Publishing and printing center "Kyiv University", 2011. -287 p. Political management: education. manual - K.: Akademvydav, 2013. - 160 p. (in co-authorship). 2020 - management manuals in bodies state authorities in co-authorship.	1) Certificate on professional development and development of pedagogical competences of teachers issued 09.06. 2021, organized by Taras Shevchenko KNU in the amount of 1 credit); 2) "Cypherogram. Digital level literacy" November 20, 2020 Action Platform. 3) certificate of completion of the course on mastering modern data visualization tools, organizer Center KNU Taras Shevchenko National University of Kyiv, 11 - January 22, 2021).

<p>Ruban Yuriy Hryhorovych</p>	<p>Docent Department of Public Administration KNU Taras Shevchenko National University of Kyiv</p>	<p>Kyiv Polytechnic Institute of the Order of Lenin , 1981, automated systems management, systems engineer</p>	<p>Candidate of technical Sciences, Diploma KD 016537 from 19.02.1989 p.</p>	<p>28 years</p>	<p>The author 36 scientific works in particular, "Foreign policy of Ukraine: the first results and prospects of 2008", "Ukraine in 2009: the constitutional process and prospects of the country. white book state of politics", the head of author teams of messages of the President of Ukraine to the Verkhovna Rada of Ukraine and scientific articles in specialized publications, including Ruban, Yu. (2021). Communication in modern times public spacious and changes in public administration. Scientific notes of the Institute of Legislation of the Verkhovna Rada of Ukraine, (4), 130-139. https://doi.org/10.32886/instzak.2021.04.14 Ruban Yu.G. Power and authority: changes in public management and administration from the perspective of Hannah Arendt's political philosophy. Bulletin of Taras Shevchenko Kyiv National University. Governance. 2019. volume 12 No 2 (2019). 39-49. Ruban Yu.G. Political philosophy of Hannah Arendt as invitation to new ones initiatives in public administration. Scientific notes of the Institute of Legislation of the Supreme councils of Ukraine. 2020. - No. 2. – P. 150-158. Ruban Yu. "Orange revolution": a strategic assessment in the context of the European perspective of Ukraine. Herald National academy of science - 2009. - No. 12. - P. 3-7.</p>	<p>Promotion certificate qualification and development of pedagogical competences of teachers issued 09.06. 2021, organized KNU Taras Shevchenko National University of Kyiv in the amount of 1 credit.</p>
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At developers programs taken into account requirements educational Standard specialty No 281 "Public management and administration".

1. PROFILE EDUCATIONAL PROGRAMS
"Public management and administration"
"Public Administration»
with specialty **No 281 "Public management and administration"**

1 – General information	
Degree higher education and the name of the qualification	degree higher Education: master specialty: 281 – public management and administration educational program: public management and administration selective bloc: regional management and local self-government selective bloc: management social processes obtained qualification: Master Degree Program Subject Area Public Administration Program Public Administration Selective unit - regional administration and local self-government - management of social processes
Language(s) teaching and assessment Ukrainian	<i>Ukraine</i>
Amount educational programs	90 loans ECTS, term teaching 1.5 academic years
Type programs	Educational and professional program
Full name institution higher education, as well as the structural unit in which training is carried out	<i>Taras Shevchenko National University of Kyiv, Ukraine</i> Educational and scientific institute public administration and educational public service and Scientific Institute of Public Administration and Civil Service
Name institution higher education which takes participation in security programs	-
Official name educational programs, degree of higher education and title of qualification ZVO-partner in the original language	-
Availability accreditation	Accreditation certificate specialty issued by the Ministry of Education and Culture of Ukraine, UD No. 11005754, from 30.06.2021, valid to 07/01/2026 year
Cycle/level programs	NRK of Ukraine - 7 level, FQ EHEA - the second cycle, EQF LLL – 7 level
Prerequisites	Educational level bachelor, specialist, master's degree
Form teaching	Correspondence

Term actions educational programs	5 years
Internet address permanent placing description educational programs	Site Educational and scientific institute public management and state services http://ipacs.knu.ua
2 – Goal educational programs	
Goal programs (with taking into account qualification level)	To provide education in the field of public management and administration with wide access to employment, to prepare students with a special interest in certain areas of public management , including for continuing teaching on the third (doctoral) educational and scientific levels higher education
3 - Characteristic educational programs	
subject region (branch of knowledge / specialty / specialization of the program)	Public management and administration / public management and administration / regional management and local municipality, management of social processes
Orientation educational programs	Educational and professional, applied
Basic focus educational programs and specializations	Special higher education by specialty public management and administration. Keywords: management, administration, regional management, local municipality, management of social processes
Features programs	Mandatory practice in bodies state authorities in bodies executive authorities duration 4 weeks
4 – Suitability graduates to employment and further teaching	
Suitability to employment	Master of Public Management and Administration prepared for work on management and administrative positions in: <ul style="list-style-type: none"> - in central and local bodies state power; - services on positions in bodies local self-government; - structures of non-state civil subjects society and public organizations; - on enterprises, institutions and organizations of state and communal forms of ownership; - in international organizations and their representative offices in Ukraine.
Further education	Person, which finished teaching by educational professional program public management and administration and obtained a master's degree, can continue studying at the third (doctoral) educational and scientific level of higher education, improve professional qualifications and obtain postgraduate education
5 – Teaching and assessment	

Teaching and teaching	Lectures, practical and seminar classes, individual and independent work, internship and practice, carrying out of research in bodies authorities and public organizations; participation in cathedral and university scientific research works and projects, speeches at conferences, seminars, and roundtables tables;
	Essay writing etc. During the last year half time given on writing the master's final qualifying work, which is also presented by the applicant and discussed by participation teachers and classmates
Assessment	Written exams, oral exams, credit, differentiated assessment, seminars and scientific reports with an assessment of what has been achieved, essays, independent presentations research, control work, report in industrial practice, certification exam in public management and administration, protection qualification work master's degree
6 – Software competence	
Integral competence	Ability to solve complex tasks and problems in the field public management and administration and in the learning process, which involves research and innovation and is characterized by the uncertainty of conditions and requirements.
general competence	<p>ZK01. Ability to abstract thinking, analysis and synthesis.</p> <p>ZK02. Ability motivates people and move towards a common goal, to be a leader, to act socially responsibly and consciously.</p> <p>ZK03. Ability elaborates and manages projects.</p> <p>ZK04. Ability to improve and develop professional, intellectual and cultural level. ZK05. Ability accepts substantiated decision and use modern communication technologies. ZK06. Ability to communicate professionally in a foreign language.</p> <p>ZK07. Ability generate new ones ideas (creativity).</p>

<p>Professionals competence specialty</p>	<p>FK01. The ability to establish social interaction, cooperation, prevents and resolves conflicts.</p> <p>FK02. Ability organizes activity public administration bodies and other organizations of the public sphere.</p> <p>FK03. The 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 electronic governance in various spheres of public management and administration.</p> <p>FK04. Ability to determine indicators of sustainable development on higher, central, regional, local and organizational levels.</p> <p>FK05. Ability represent bodies public administration in relations with other state bodies and bodies local self-government, public associations, enterprises, institutions and organizations regardless of their forms</p>
	<p>property, citizens and establish effective communications with them.</p> <p>FK06. Ability to perform professional activities with taking into account needs ensuring the national security of Ukraine.</p> <p>FK07. Ability to independently prepare regulatory projects acts, analytical references, suggestions, reports, give expert assessment of regulatory and legal acts at different levels of public management and administration.</p> <p>FK08. Ability elaborates strategic documents on the development of socio-economic systems at the higher, central, regional, local and organizational levels.</p> <p>FC9. The ability to make informed management decisions taking into account issues of European and Euro-Atlantic integration.</p> <p>FC10. The ability to develop and implement innovations projects on different levels public management and administration</p>
<p>7 – Software the results teaching</p>	

<p>Software the results teaching</p>	<p>PRN01. To know the theoretical and applied principles of production and analysis public politicians basics and management decision-making technologies.</p> <p>PRN02. Solve complex problems of public administration and administration, considering legislative requirements, identify legal conflicts and problems, and develop projects of normative legal acts to eliminate them.</p> <p>PRN03. Know the main ones basics national security and to be able to warn and neutralize challenges and threats to the national interests of Ukraine within the limits of their professional competence.</p> <p>PRN04. Use modern statistical methods, models, digital technology, specialized software software for solution complex tasks of public management and administration. PRN05. Determine the priority directions for the introduction of electronic governance and the development of electronic democracy.</p> <p>PRN06. Implement effective innovation management, resources, risks, projects, changes, quality, apply modern models, approaches and technology, international experience during design and reorganization management and general organizational structures.</p> <p>PRN07. Be able to elaborate national/regional program documents on the development of public administration, using systemic analysis and an integrated approach, as well as teamwork methods.</p> <p>PRN08. Be able to communicate effectively, argue one's position, use up-to-date information and</p>
	<p>communication technologies in the field of public management and administration on the basis of social responsibility, legal and ethical standards.</p> <p>PRN09. Communicate in a foreign language on professional topics, discuss public issues management and the results of research PRN10. Represent public administration bodies and other organizations of the public sphere and present the results of their activities to specialists and the general public.</p> <p>PRN11. Develop well-founded management decisions taking into account the issues of European and Euro-Atlantic integration, take into account the goals available legislative, temporary and resourceful limitations, evaluate the political, social, economic and environmental consequences of decision options.</p> <p>PRN12. Plan and carry out scientific and applied research in the field of public management and administration, including analysis of issues, production goals and tasks, choice and the use of theoretical and empirical methods research, analysis of its results, formulation substantiated conclusions</p>

8 – Resourceful software implementation programs	
Specific characteristics of personnel support	IN teaching involved experts, which have practical experience of public management and administration, civil service (at least 50% of teachers are practitioners). 20% of teachers speak English at the B2 level, which allows for implementation in the educational process recent English-language research from public management.
Specific characteristics of material and technical support	Access to scientific and metric bases and abstract database SCOPUS is provided by the KNUTSH electronic library. Multimedia classrooms (multimedia projectors ViewSonic PJ402D and Epson EB-95, screen Samsung LH65EDDPLGC/CI 65 with interactive overlay, monitor SAMSUNG LH55DCEPLGC/CI, microphones, Panasonic PT-D5700 multimedia projector , wall/ceiling screen with electric drive 6.1*4.57 m.). The audience is an imitator of the work of a collegial body Public management.
Specific characteristics of information and educational and methodical support	In the courses of this program, informational and analytical materials in the field of administrative reform and civil service, informational and specialized publications of the Center for Adaptation of the Civil Service are used. services to standards of the European Union and the European Information Center Support Verkhovna councils of Ukraine.
9 – Academic mobility	
National credit mobility	The right of education seekers to academic mobility is implemented in accordance to norms "Position about implementation procedure right on academic at mobility", approved by resolution Cabinet of Ministers of Ukraine from 08/12/2015 No 579 and "Regulations on the procedure for realizing the right to an academic degree mobility of Taras Shevchenko National University of Kyiv", approved rector 06/29/2016 p.
International credit mobility	
Teaching foreign students of higher education	On general grounds

2. LIST COMPONENT EDUCATIONAL AND PROFESSIONAL PROGRAMS AND THEIR LOGICAL SEQUENCE

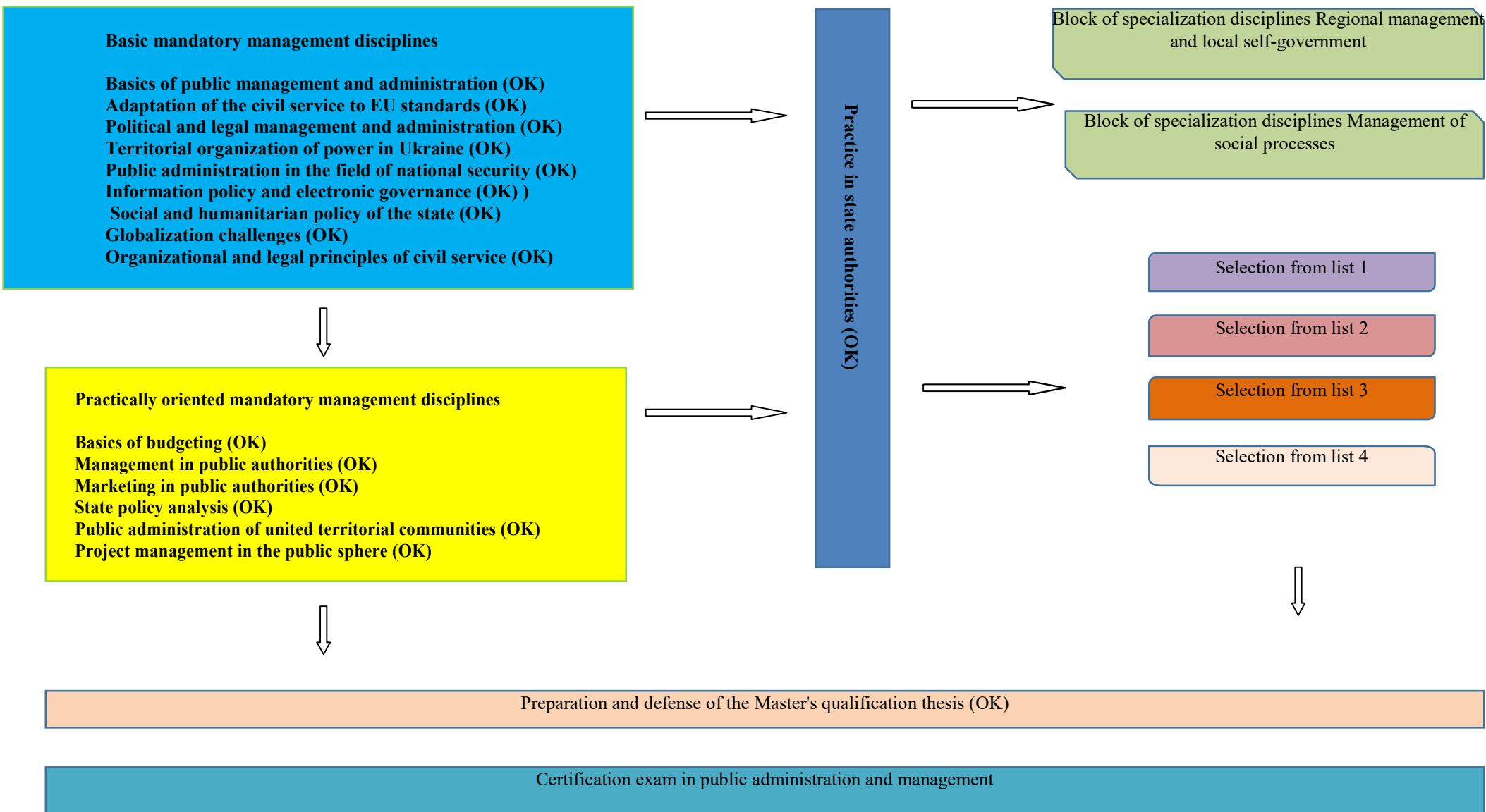
List component OP

Code	Components educational programs (Educational disciplines, exchange rates projects (work), Practices, qualification work)	Number of credits	Final control form
1	2	3	4
	Mandatory		
OK 1. Basics of public accounting management and administration of	OK 2. Practice in state authorities	3 Exam 6 test	
OK 3. Preparation and protection qualification work master's degree	OK 4. Adaptation of civil service to EU standards	9 Protection 4 Exam	
OK 5. Organizational and legal basics state services		4 Exam	
OK 6. Foundations budgeting		3 Test	
OK 7. Management in bodies public authorities		4 Exam	
OK 8. Marketing in bodies public authorities		3 Test	
OK 9. Political and legal management and administration	OK 10. Analysis of state policy	4 Exam 4 Exam	
-OK 11. Territorial organization authorities in Ukraine (Territorial organization of power in Ukraine)		3 Test	
OK 12. Public management united territorial communities	OK thirteen. Management projects in public sphere	4 Exam	
OK 14. Public management in sphere national security	OK 15. Information policy and e-government (Information policy and e-government)	3 Test 3 Test	
OK 16. Social and g humanitarian policy state	OK 17. Globalization challenges (Globalization challenges)	3 Test	
General amount mandatory component :			
		66	
Selective *			
<i>Selective bloc 1 (Regional management and local self-government)</i>			
	1.1. Sustainable development of regions	3 Test	
	1.2. Programs of socio-economic development of regions	3 Test	
	1.3. Territorial management in Ukraine	3 Test	
	1.4. Competition as political problem	3 Test	
<i>Selective block 2 (Management of social processes).</i>			
	2.1 Political and legal means of democratization of society	3 Test	
	2.2. Interaction state and civil society	3 Test	
	2.3. Strategic management in public sphere	3 Test	
	2.4. Innovation in socio-economic and ecological development	3 Test	
<i>Choice with list No. 1 (student chooses one discipline)</i>			
	3.1. Management psychology staff	3 Test	
	3.2. Formation civil thoughts in the state	3 Test	
<i>Choice with list No. 2 (student chooses one discipline)</i>			
	4.1. Interfaith relations	3 Exam	
	4.2. Political ideologies	3 Exam	
<i>Choice with list No. 3 (student chooses one discipline)</i>			

5.1.	Organization work state services	3 Exam	
5.2.	Document flow in the civil service	3 Exam	
<i>Choice with list No. 4 (student chooses one discipline)</i>			
6.1.	Decision-making theory and situation analysis	3 Exam	
6.2.	Time management in the civil service	3 Exam	
General amount selective component:			24
GENERAL AMOUNT EDUCATIONAL PROGRAMS			90

*According to p.p. 2.2.2-2.2.7 "Regulations on the procedure for implementation by students of Taras Shevchenko National University of Kyiv rights on free choice discipline" education seekers have unconditionally right choose educational disciplines with mandatory and selective parts of curricula of other specialties of the same level, and subject to agreement with the dean of the faculty / director of the institute - from programs of another level.

Structural and logical scheme



3. FORM CERTIFICATES EARNERS HIGHER EDUCATION

Attestation of graduates of the educational and professional program of specialty no 281 "Public management and administration" is conducted in the form of the Unified state qualification exam with public management and administration and public protection qualification Master's thesis. It ends with the issuance of a document of the established model on awarding a master's degree with the qualification: master of public administration and administration.

Separately decision examination Commission maybe to be assigned professional qualification:

"adviser (organs state authorities)" - by conditions compliance requirements: receiving evaluations not lower 75 points for the disciplines of the selective block "Regional management and local self-government" and not less than 75 points for the defense of qualification work and not less than 75 points for passing practice in state authorities and local self-government bodies;

"state expert" - subject to compliance with the requirements: obtaining a grade no lower 75 points for the disciplines of the selective block "Management of social processes" and not less than 75 points by protection qualification work master's degree and not lower 75 points by passage practices in state authorities and local self-government bodies.

Completion by the applicant of the attestation exam in public management and administration involves checking the level of his theoretical professional training in accordance with the curriculum preparation acquirers the second (master's) equal higher education by this one specialty On exams publicly are checked the following software the results teaching: knowledge theoretical and applied principles of development and analysis of public policy, foundations and technologies of management decision-making; use of modern statistical methods, models, digital technologies to solve complex problems of public management and administration; the ability to determine priority directions for the implementation of electronic governance and the development of electronic democracy.

The purpose of the defense of the master's thesis is to establish the compliance of the graduate's level of training with the requirements set for applicants of the second (master's) level of higher education in the field of public administration and administration in the specialty No. 281 - Public administration and administration. The master's thesis is defended publicly. In defense of the master's thesis, the following learning outcomes are verified: knowledge of the theoretical and applied principles of public policy development and analysis, the foundations and technologies of management decision-making; use of modern statistics methods, models, digital technologies for solution complex tasks public management and administration; the ability to determine priority directions for the implementation of electronic governance and the development of electronic democracy; ability to carry out scientific and applied research in the field of public management and administration, including analysis of issues, setting goals and objectives, selection and use of theoretical and empirical research methods, analysis of its results, formation of substantiated conclusions.