

EDUCATIONAL AND SCIENTIFIC PROGRAM

«Local self-government»

Level of higher education: second

Obtained qualification: Master's Degree

Program Subject Area 281 «Public Administration»

Branch of knowledge 28 «Public Administration»

1. EDUCATIONAL PROGRAM PROFILE

«Local self-government»

Program Subject Area 281 «Public Administration»

1. General information	
1. Obtained qualification	Obtained qualification: Master's Degree Program Subject Area: Public Administration Educational program: Local self-government Study program: organization of activities in the local self-government system; community development tools; organization of the provision of administrative services in territorial communities.
Language(s) of learning and assessment	Ukrainian
Scope of the educational program	120 ECTS credits, term of study 2 years
Type of program	Educational and scientific
The full name of the higher education institution, as well as the structural unit in which training is carried out	Taras Shevchenko National University of Kyiv, Institute of Public Administration and Civil Service
The name of the higher education institution that is involved in the provision of the program	-
The official name of the educational program, the degree of higher education and the qualification name of the HEE-partner in the source language	-
Availability of accreditation	Certificate of accreditation of MES UD 11005754 valid until 01.07.2023
Program cycle / level	National Qualifications Framework (NQF) of Ukraine - 7 level, FQ_EHEA- second cycle, EQF _ LLL - 7 level
Prerequisites	
Form of study	Full-time, extramural
Educational program validity	5 years
Internet address of the permanent location of the program description	http://ipacs.knu.ua/

2. The purpose of the educational program	
The purpose of the program (taking into account the level of qualification)	To provide working students with the education in the field of local self-government, public administration; carry out training of officials and elected persons of local self-government, local officials, and administrators of Centers for the Delivery of Administrative Services, representatives of the public sector, capable of ensuring the democratization of public life as a necessary prerequisite for the civil society formation. To prepare students with a particular interest in certain areas of local self-government, including for continuing their studies at the third (doctoral) educational and scientific level of higher education.
3. Characteristics of the educational program	
Subject area (branch of knowledge/specialty/specialization of the program)	Public administration/ local self-government / organization of activities in the local self-government system; local self-government system development tools; organizing the delivery of administrative services in territorial communities.
Orientation of the educational program	Educational and scientific
The main focus of the educational program and specialization	Special education in the specialty: public administration. Key words: management, administration, local self-government.
Program features	Mandatory internship in public authorities. Deepening and compiling the knowledge of students working or intending to work in the local self-government system, taking into account the specifics of organizing the delivery of administrative services in territorial communities.
4. Suitability of graduates for employment and further education	
Suitability for employment	Master of Public Administration (Local self-government) is prepared to work in local governments, the Verkhovna Rada of Ukraine, the Cabinet of Ministers of Ukraine, the Office of the President of Ukraine, central and local executive authorities involved in the processes of state policy implementation in the field of local self-government; local executive officials; officials and elected persons of local self-government: chairmen of regional, district, district councils in cities and their deputies; city mayors; secretaries of local councils; deputies of mayors for the activities of executive bodies; managing the affairs of the executive apparatus of the councils; heads of departments and divisions of executive bodies; responsible employees of executive committees; hold positions in the Centers for the Delivery of

	Administrative Services; heads of communal services and enterprises in public organizations.
Further education	A person who has completed training according to the educational and professional program «Local self-government» and received Master's degree can continue his/her studies at the third (doctoral) educational and scientific level of higher education, improve professional qualifications and receive postgraduate education.
5. Teaching and assessment	
Teaching and learning	Lectures, practical and seminar classes, individual and independent work, internships and practical training, research in government and public organizations; participation in departmental and university research works and projects; conference, seminars, round tables track, participation in Oxford debates; essay writing, etc. During the last year, half of the time is devoted to writing Master's thesis, which is also publicly presented and discussed.
Assessment	The assessment is carried out in the forms of current and final control. Current control is carried out during the classroom and aims at checking the level of students' preparedness to carry out the planned types of educational activities within the studied academic subjects. During the current control, the following is assessed: the student activity in practical and seminar classes, the results of individual tasks implementation provided for by the program of independent work, the quality of prepared scientific articles, essays, presentations or thematic reports. Written exams, differentiated credits, credits, seminars and scientific reports with an assessment of the achievements, essays, presentation of independent research, tests, qualification exam in public administration, defense of a Master's thesis with the participation of scientists from other universities.
6. Program competencies	
Integral competence	The ability to solve complex tasks and problems in the field of public administration, in particular those which are associated with the realization of the right to local self-government in the learning process, which involves research and/or innovation and is characterized by uncertainty of conditions and requirements.
General competencies	GC01. The ability to abstract thinking, analysis and synthesis.

	<p>GC02. The ability to work in a team, motivate people and move towards common goals, be a leader, act socially responsibly and consciously.</p> <p>GC03. The ability to develop and manage projects.</p> <p>GC04. The ability to improve and develop professional, intellectual and cultural levels.</p> <p>GC05. The ability to make deliberate decisions and apply modern communication technologies.</p> <p>GC06. The ability to communicate professionally in a foreign language.</p> <p>GC07. The ability to generate new ideas (creativity).</p>
<p>Program Subject Area professional competencies</p>	<p>PC01. The ability to establish social interaction, cooperation, prevent and resolve conflicts related to the implementation of the right to local self-government.</p> <p>PC02. The ability to organize the activities of local government bodies and other organizations in the public sphere.</p> <p>PC03. The ability to organize information and analytical support for management processes in the field of local self-government using modern information resources and technologies, in particular, to develop measures for the introduction of e-governance in the local government system and other areas of public administration.</p> <p>PC04. The ability to define the characteristics of sustainable development at the central, regional, local and organizational levels.</p> <p>PC05. The ability to represent local governments in relations with other public bodies and public associations, enterprises, institutions and organizations, regardless of ownership, citizens and establish effective communications with them.</p> <p>PC06. The ability to carry out professional activities, taking into account the needs of ensuring the national security of Ukraine within the competence of local self-government sphere.</p> <p>PC07. The ability to independently prepare drafts of normative legal acts, analytical reports, proposals, reports, to give an expert assessment of normative legal acts at different levels of public administration.</p> <p>PC08. The ability to develop strategic documents for the development of social and economic systems at the regional, local and organizational levels.</p>

	<p>PC09. The ability to carry out research and development activities in the field of local self-government and public administration in general.</p> <p>PC10. The ability to make reasonable management decisions, taking into account European and Euro-Atlantic integration.</p> <p>PC12. The ability to develop and implement innovative projects in local self-government.</p>
7. Program learning outcomes	
<p>Program learning outcomes</p>	<p>PLO01. Know the theoretical and applied foundations of public policy development and analysis, incl. in the field of local self-government, the basics and technologies for making managerial decisions by bodies and officials of local self-government.</p> <p>PLO02. Solve complex problems of local self-government system development, public administration in general, taking into account the requirements of the legislation, identify legal conflicts and problems, develop drafts of normative legal acts to eliminate them.</p> <p>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 their professional competence related to the functioning of the local self-government system.</p> <p>PLO04. Use modern statistical methods, models, digital technologies, specialized software to solve complex problems that arise in the process of exercising the right to local self-government</p> <p>PLO05. Identify priority areas for the implementation of e-government in the system of local self-government and the development of e-democracy.</p> <p>PLO06. Carry out effective management of innovations, resources, risks, projects, changes, quality, apply modern models, approaches and technologies, international experience in designing and reorganizing management and organizational structures in the sphere of local self-government.</p> <p>PLO07. Be able to develop national/regional program documents for the development of local self-government, using a systematic analysis and an integrated approach, as well as teamwork methods.</p> <p>PLO08. Be able to communicate effectively, argue your position, use modern information and</p>

	<p>communication technologies in the field of local self-government based on social responsibility, legal and ethical standards.</p> <p>PLO09. Communicate in a foreign language on professional topics, discuss problems of local self-government and research results.</p> <p>PLO10. Represent local governments and other public organizations and present the results of their activities to professionals and the general public.</p> <p>PLO11. Develop reasonable management decisions necessary for the implementation of the right to local self-government, taking into account issues of European and Euro-Atlantic integration, take into account goals, existing legislative, time and resource constraints, evaluate the political, social, economic and environmental consequences of decision options for a particular territory and the state as a whole.</p> <p>PLO12. Plan and carry out scientific and applied research in the field of local self-government, including problem analysis, setting goals and tasks, selection and use of theoretical and empirical research methods, analysis of its results, deliberate conclusions formulation.</p> <p>PLO13. Initiate, develop and organize the implementation of innovative projects at different levels of public administration.</p> <p>PLO14. Develop and implement measures to adapt and implement the best domestic and foreign practices in the activities of public authorities and other organizations in the public sphere.</p> <p>PLO15. Develop and teach special academic subjects on public administration in higher educational institutions.</p>
8. Resource support for program implementation	
Specific characteristics of staffing	Most teachers are involved in the processes of state policy implementation in the field of local self-government, state regional policy. Teaching involves specialists with practical experience in public administration, in particular, local self-government. A significant part of the teachers speaks English at the B2 level, which allows introducing the latest English-language studies of local self-government and public administration in general into the educational process.
Specific characteristics of logistics	Distance Learning Center; access to the scientific and metric databases SCOPUS and WoS is provided by the library of the Institute, multimedia

	equipment of the Department is actively used for classroom studies.
Specific characteristics of information and educational and methodological support	The main source of information is the Institute's library (paper and electronic funds), distance learning system (DLC).
9. Academic mobility	
National credit mobility	-
International credit mobility	-
Training of foreign applicants for higher education	On a general basis

2. LIST OF THE EDUCATIONAL AND SCIENTIFIC PROGRAM COMPONENTS AND THEIR LOGICAL SEQUENCE

2.1. List of EP components

Academic subject code	Educational program components (academic subjects, internship, Master's thesis)	Amount of ECTS credits	Form of final control
1. Core academic subjects			
CS.1	Public policy	4	Exam
CS.2	Strategic management and change management <i>(language of tuition - English)</i>	4	Exam
CS.3	Methodology and organization of scientific research with the basics of intellectual property	4	Exam
CS.4	Public administration at the central and regional levels	4	Exam
CS.5	Regional policy <i>(language of tuition - English)</i>	3	Credit
CS.6	Local self-government fundamentals	3	Credit
CS.7	Public authority decentralization	4	Exam
CS.8	Forms of local democracy	4	Credit
CS.9	Public service and HR management in local self-government	4	Exam
CS.10	Professional and corporate ethics	3	Credit
CS.11	Local development resourcing	4	Credit, term paper
CS.12	Technologies of managerial decision-making in local self-government	4	Exam
CS.13	Information and cyber security in public administration	3	Credit
CS.14	Local programs and projects management	3	Credit
CS.15	Organization of public services delivery	4	Exam
CS.16	State and local budgets	4	Exam
CS.17	Globalization challenges <i>(language of tuition - English)</i>	4	Exam
CS.18	Land relations regulation	3	Exam
CS.19	National security	3	Exam
CS.20	State policy for preventing and combating corruption	3	Credit
CS.21	Research internship	8	Differentiated credit
CS.22	Master's thesis	10	Defense
Total amount of core subjects – 90			
Educational program selective components*			
<i>Selective block 1. Organization of activities in local self-government system</i>			
SB.1.1.	Leadership and team building at the local level	4	Exam
SB.1.2.	Branding of territories	4	Exam
SB.1.3.	Anti-crisis development of territories	4	Exam
SB.1.4.	Communications at the local level	4	Exam
SB.1.5.	Local self-government body activity evaluation	4	Exam
<i>Selective block 2. Community development tools</i>			
SB.2.1.	General plan and urban projects' implementation	4	Exam
SB.2.2.	Demographic forecasting	4	Exam
SB.2.3.	Ecologization of territories	4	Exam

Academic subject code	Educational program components (academic subjects, internship, Master's thesis)	Amount of ECTS credits	Form of final control
SB.2.4.	Management of logistics systems at the local level	4	Exam
SB.2.5	Territorial consolidation	4	Exam
<i>Selective block 3. Organization of administrative services delivery in communities</i>			
SB.3.1.	Legal basis for administrative services delivery	4	Exam
SB.3.2.	Establishment and organization of the activities of Centers for the Delivery of Administrative Services	4	Exam
SB.3.3.	Digitalization in administrative services delivery	4	Exam
SB.3.4	Communication support of the Centers for the Delivery of Administrative Services	4	Exam
SB.3.5.	Challenges in service activities	4	Exam
Academic subjects of free choice			
<i>List №1</i>			
SB.4.1	Social responsibility and conflict-management	3	Credit
SB.4.2	Local self-government in foreign countries	3	Credit
SB.4.3.	Resort and tourist activities regulation at the local level	3	Credit
<i>List №2</i>			
SB.5.1	Quality management in local governments	4	Exam
SB.5.2	Cooperation of local governments with business	4	Exam
SB.5.3	Local governments transparency and openness	4	Exam
<i>List № 3</i>			
SB.6.1.	Management accounting and control in state and public organizations	3	Credit
SB.6.2.	Parliament's interaction with the public and business	3	Credit
Total amount of selective subjects – 30			
Total amount of the educational program – 120			

* According to p.p. 2.2.2-2.2.7 «Regulations on the procedure for exercising the right to free choice of subjects by students of Taras Shevchenko National University of Kyiv» applicants have the unconditional right to choose academic subjects from the core and selective parts of the curricula of other Program Subject Areas of the same level, and in terms of agreement with the dean of the faculty / director of the institute - for other level programs

2.2. Educational process structural and logical scheme

Academic subject code	Educational program component	Amount of ECTS credits	Total amount of hours	Form of final control
1	2	3	4	5
I year, I half-year				
CS.1	Public policy	4	120	Exam
CS.2	Strategic management and change management (<i>language of tuition - English</i>)	4	120	Exam
CS.3	Methodology and organization of scientific research with the basics of intellectual property	4	120	Exam
CS.4	Public administration at the central and regional levels	4	120	Exam

CS.5	Regional policy (<i>language of tuition - English</i>)	3	90	Credit
CS.6	Local self-government fundamentals	3	90	Credit
CS.7	Public authority decentralization	4	120	Exam
CS.8	Forms of local democracy	4	120	Credit
I year, II half-year				
CS.9	Public service and HR management in local self-government	4	120	Exam
CS.10	Professional and corporate ethics	3		Credit
CS.11	Local development resourcing	4	120	Credit, term paper
CS.12	Technologies of managerial decision-making in local self-government	4	120	Exam
CS.14	Local programs and projects management	3	90	Credit
CS.15	Organization of public services delivery	4	120	Exam
CS.16	State and local budgets	4	120	Exam
CS.17	Globalization challenges (<i>language of tuition - English</i>)	4	120	Exam
II year, I half-year				
CS.13	Information and cyber security in public administration	3	90	Credit
CS.20	State policy for preventing and combating corruption	3	90	Credit
<i>Selective block Organization of activities in local self-government system</i>				
SB.1.1	Leadership and team building at the local level	4	120	Exam
SB.1.2	Branding of territories	4	120	Exam
SB.1.3	Anti-crisis development of territories	4	120	Exam
SB.1.4	Communications at the local level	4	120	Exam
SB.1.5	Local self-government body activity evaluation	4	120	Exam
<i>Selective block Community development tools</i>				
SB.2.1	General plan and urban projects' implementation	4	120	Exam
SB.2.2	Demographic forecasting	4	120	Exam
SB.2.3	Ecologization of territories	4	120	Exam
SB.2.4	Management of logistics systems at the local level	4	120	Exam
SB.2.5	Territorial consolidation	4	120	Exam
<i>Selective block Organization of administrative services delivery in communities</i>				
SB.3.1	Legal basis for administrative services delivery	4	120	Exam
SB.3.2	Establishment and organization of the activities of Centers for the Delivery of Administrative Services	4	120	Exam
SB.3.3	Digitalization in administrative services delivery	4	120	Exam
SB.3.4	Communication support of the Centers for the Delivery of Administrative Services	4	120	Exam
SB.3.5	Challenges in service activities	4	120	Exam
<i>Choice from the list of subjects (1 subject for every student from each list)</i>				
	<i>List №1</i>			
SB.4.1	Social responsibility and conflict-management	3	90	Credit
SB.4.2	Local self-government in foreign countries	3	90	Credit

SB.4.3.	Resort and tourist activities regulation at the local level	3	90	Credit
CS.22	Master's thesis	2	60	
II year, II half-year				
CS.21	Research internship	8	240	Differentiated credit
CS.18	Land relations regulation	3	90	Exam
CS.19	National security	3	90	Exam
<i>Choice from the list of subjects (1 subject for every student from each list)</i>				
	<i>List №2</i>			
SB.5.1	Quality management in local governments	4	120	Exam
SB.5.2	Cooperation of local governments with business	4	120	Exam
SB.5.3	Local governments transparency and openness	4	120	Exam
	<i>List №3</i>			
SB.6.1	Management accounting and control in state and public organizations	3	90	Credit
SB.6.2	Parliament's interaction with the public and business	3	90	Credit
CS.22	Master's thesis	8	240	