

**EDUCATIONAL AND PROFESSIONAL PROGRAM**  
**«Public administration (for civil servants)»**

**Level of higher education: second**

**Obtained qualification: Master's Degree**

**Program Subject Area 281 «Public Administration»**

**Branch of knowledge 28 «Public Administration»**

## **INFORMATION PRO ZOVNISHNYU APPROVAL**

**Terenteva Anna Valeriivna.** Doctor of Science in State Administration, Professor, Head of the Department of State Administration in the Sphere of Civil Defense, Institute of State Administration and Scientific Studies in the Sphere of Civil Defense (Kyiv). The educational and professional program "Public management and administration (for civil servants)" was developed by a working group of specialists of Taras Shevchenko Kyiv National University. The analysis of the program allows us to draw a conclusion about the ability to provide modern and high-quality professional training of specialists in the field of public administration and administration at the master's level of higher education for the public administration system. In terms of its structure and content, the educational and professional program is logical, provides opportunities to acquire integral, general and professional competencies.

**Zaichenko Volodymyr Vasilovich** , Candidate of Sciences in State Administration, Associate Professor, dean faculty economy that management, Central Ukrainian National Technical University (m. Kropyvnytskyi). The implementation of this program allows forming the competencies necessary for successfully solving professional tasks, to ensure the compliance of program learning outcomes with the requirements of the main employer - the state. The educational and professional program "Public management and administration (for civil servants)" contains all the necessary structural and content components, reflects modern requirements for the training of specialists in the field of public management and administration for the civil service system, meets the demands of practical use and can be taken as the basis for organizing an effective educational process.

## PREFACE

Working group at warehouse:

Surname, first name, patronymic of the head and members of the project team	place, title of the position	Name of the institution from which the teacher graduated (year of graduation, specialty, qualification according to the document on higher education)	Scientific degree, code and name of the scientific specialty, topic of the dissertation, academic title, by which department (specialty) was awarded	Experience of scientific, pedagogical and/or scientific work	Information about scientific activity (main publications by direction, scientific research work, participation in conferences and seminars, work with graduate students and doctoral students, supervision of students' scientific work)	Information on teacher training (name of the institution, type of document, topic, date of issue)
Head of the project group						
<b>Komaha Larisa Grigorivna</b>	Acting Director of the Educational and Scientific Institute of Public Administration and Civil Service of Taras Shevchenko National University of Kyiv, Professor of the logic department	Taras Shevchenko National University of Kyiv, 2001	Doctor of Philosophy and Science 09.00.06 – logic, topic: "Logical analysis of the discourse of argumentation in philosophy", associate professor of the department of logic, professor of the department of logic	17	<p>Author (co-author) of 75 scientific and scientific-methodological works, including scientific articles in the publications: "Illegitimate argumentation": from sophistry to the practice of rational thinking", 2016,</p> <p>"Discourse of reflection in the arguments of phenomenological thinking: from transcendental to transcendental", 2016,</p> <p>"The Concept of Rhetoric of Economics in Logical Analysis Arguments", 2016, co-authored manual</p>	

					"Political Education of Public Servants in Ukraine"/ [Yu. Lykhach (director of the author's group) and others; under the general editorship of N. Alyushina]. - Kyiv: Center for adaptation of the civil service to the standards of the European Union, 2020 - 198 pp. - Bibliography: pp. 197-198 - 250 notes - ISBN 978-617-7854-31-8; methodological materials for the preparation of bachelor's and master's theses, 2022	
Members of the project team						
<b>Zubchik Oleg Anatoliyovich</b>	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 Market Relations, 2007, master's degree in business administration,	Candidate of Philosophy and Sciences, 09.00.05 - history of philosophy "Continental origins of analytical philosophy: historical and philosophical research". Doctor of Science in Public Administration, 25.00.01 - theory and history of public administration. "Formation	15	The main direction of scientific activity is fundamental and applied scientific research on the problems of the development of socio-political and human potential to ensure Ukraine's competitiveness in the world and the sustainable development of society and the state, on which more than 50 scientific works have been published: 2 monographs, 2 textbooks, 4 study guides, 35 scientific articles	1. The certificate on professional development and development of teaching skills of teachers was issued on January 25, 2021, organized by KNU named after Taras Shevchenko in the amount of 1 credit). 2. Training under the training program for scientific and pedagogical workers from June 22 to September 6, 2021 "Fundamentals of testology and development of test tasks." MES of Ukraine. Certificate dated September 15, 2021. 2018 – internship at the Committee on Science and Education of the Verkhovna Rada of Ukraine (assistant consultant to the People's Deputy of Ukraine)

			of the state's competitiveness in the perspective of political time.			
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<p><b>Kanavets Marina</b> <b>Volodymyrivna</b></p>	<p>Center for adaptation of civil service to the standards of the European Union, director of the Center.</p>	<p>1. Pedagogical College named after I. Franka, 1996, preschool education, educator in preschool institutions, organizer of musical activities in preschool institutions. 2. Nizhyn State Pedagogical University named after M. Gogol, 2001, pedagogy and methods of secondary education, music, music teacher. 3. National Academy under the President of Ukraine, 2006, public administration, Master of Public Administration. 4. State higher educational institution "V. Hetman Kyiv National University of Economics, 2009, finance, master's degree in finance</p>	<p>Candidate of Sciences in Public Administration, 25.00.01 - theory and history of public administration "The influence of the youth movement on the formation and implementation of the state policy of Ukraine", associate professor of the department of public administration</p>	<p>11</p>	<p>Author of 40 scientific works. Participation in conferences and workshops, including more than 30 international ones 27 abstracts were published Participation in 4 international research projects. Management of scientific work of students - 10 master's theses are protected</p>	
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<p><b>Tkachenko Igor Valentinovich</b></p>	<p>National Project Specialist of the OSCE Project Coordinator in Ukraine, Associate Professor of the Department of Public Administration at the Institute of Public Administration and Civil Service Taras Shevchenko National University of Kyiv</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>candidate of political sciences, specialty 23.00.04 "political problems of international systems and global development", thesis topic: "Political aspects of intercivilizational processes in Central Asia", Institute of World Economy and International Relations of the National Academy of Sciences of Ukraine</p>	<p>5</p>	<p>As part of international expertise, he is engaged in the development of international projects in the field of elections and civil society development. 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> <ol style="list-style-type: none"> <li>1. Tkachenko, I., Tkachenko, V. (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. <a href="https://doi.org/10.17721/2616-9193.2021/13-8/9">https://doi.org/10.17721/2616-9193.2021/13-8/9</a></li> <li>2. I.Tkachenko 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.</li> <li>3. I.Tkachenko Ukrainian</li> </ol>	<p>2018 – Certificate of Achievement, Aspen Institute Kyiv, “Justice, Law, Society” training course</p> <p>2018 – Certificate of Achievement, OSCE/ODIHR Induction Course</p> <p>2016 - Diploma, School of Strategic Architect, Kyiv-Mohila Business School</p>
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				<p>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: A. Konverkyi [and other]. - Kyiv: Publishing Center "Kyiv University", 2019. - pp. 214-216</p> <p>4. Political aspects of the international practice of post-conflict settlement: lessons for Ukraine. Bulletin of Taras Shevchenko Kyiv National University. Series: Political science. - 2017. - Issue - 2. - P.29-33</p> <p>4. Problematic issues of formation and implementation of the state anti-corruption policy at the current stage of development of the political system of Ukraine. Bulletin of Taras Shevchenko Kyiv National University. Series: Political science. - 2017. - Issue - 2. - P.38-43</p> <p>5. Methodological recommendations for filling out 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, of which 5 were international and 10 all-Ukrainian. More than 50 master's theses have been defended under his supervision.</p>	
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When developing the program, the requirements of the educational standard of the specialty No. 281 "Public management and administration" were taken into account (On the approval of the standard of higher education in the specialty 281 "Public management and administration" for the second (master's) level of higher education, Order of the Ministry of Education and Culture No. 1001 of 04.08.2020



**1. PROFILE OF THE EDUCATIONAL PROGRAM**  
**"Public management and administration (for civil servants)"**  
**"Public Administration"**  
**from specialty No. 281 "Public management and administration"**

<b>1 - General information</b>	
<b>Degree of higher education and title of qualification</b>	obtained qualification: <b>Master Degree</b> Program Subject Area <b>Public Administration</b> Programme <b>Public Administration</b> Selective unit - <b>regional administration and local self-government management of social processes</b>
<b>Language(s) of instruction and assessment</b>	<i>Ukrainian</i>
<b>Scope of educational program</b>	<b>90 ECTS credits, term of study 1.5 years</b>
<b>Program type</b>	<b>Educational and professional</b>
<b>The full name of the higher education institution, as well as the structural unit in which training is carried out</b>	<b>Taras Shevchenko National University of Kyiv, Institute of Public Administration and Civil Service</b>
<b>The name of the higher education institution that is involved in the provision of the program</b>	-
<b>The official name of the educational program, the degree of higher education and the qualification name of the HEE-partner in the source language</b>	-
<b>Availability of accreditation</b>	Certificate of accreditation of the specialty MES UD 11015374 dated 30.06.2021, valid until 01.07.2026
<b>Program cycle / level</b>	National Qualifications Framework (NQF) of Ukraine - 7 level, FQ_EHEA- second cycle, EQF _ LLL - 7 level
<b>Prerequisites</b>	Bachelor's, specialist's, master's degree
<b>Form of study</b>	<b>Extramural</b>
<b>Educational program validity</b>	<b>5 years</b>

<b>Internet address of the permanent location of the program description</b>	<a href="http://ipacs.knu.ua">http://ipacs.knu.ua</a>
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## 2. The purpose of the educational program

<b>The purpose of the program (taking into account the level of qualification)</b>	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.
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## 3. Characteristics of the educational program

<b>Subject area (branch of knowledge/specialty /specialization of the program)</b>	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.
<b>Orientation of the educational program</b>	Educational and professional, applied
<b>The main focus of the educational program and specialization</b>	Special education in the specialty: public administration. Key words: management, administration, local self-government.
<b>Program features</b>	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

<b>Suitability for employment</b>	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.
<b>Further education</b>	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.
<b>5. Teaching and assessment</b>	
<b>Teaching and learning</b>	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.
<b>Assessmen</b>	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.

<b>6. Program competencies</b>	
<b>Integral competence</b>	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.
<b>General competencies</b>	GC 01. Ability to abstract thinking, analysis and synthesis. GC 02. The ability to work in a team, motivates people and move towards a common goal, be a leader, act socially responsibly and consciously. GC 03. Ability to develop and manage projects. GC 04. Ability to improve and develop professional, intellectual and cultural level. GC 05. Ability to make informed decisions and use modern communication technologies. GC 06. Ability to communicate professionally in a foreign language. GC 07. Ability to generate new ideas (creativity).

<p><b>Program Subject Area professional competencies</b></p>	<p>01. The ability to establish social interaction, cooperation, prevent and resolve conflicts related to the implementation of the right to local self-government.</p> <p>02. The ability to organize the activities of local government bodies and other organizations in the public sphere.</p> <p>03. 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>04. The ability to define the characteristics of sustainable development at the central, regional, local and organizational levels.</p> <p>05. 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>06. 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>07. 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>08. The ability to develop strategic documents for the development of social and economic systems at the regional, local and organizational levels.</p> <p>09. The ability to make reasonable management decisions, taking into account European and Euro-Atlantic integration.</p> <p>10. The ability to develop and implement innovative projects in local self-government.</p>
<p><b>7. Program learning outcomes</b></p>	
<p><b>Program learning outcomes</b></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</p>

	<p>and an integrated approach, as well as teamwork methods.</p> <p>PLO08. Be able to communicate effectively, argue your position, use modern information and communication technologies in the field of local self-government based on social responsibility, legal and ethical standards.</p> <p>PLO09. Represent local governments and other public organizations and present the results of their activities to professionals and the general public.</p> <p>PLO10. 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>PLO11. Initiate, develop and organize the implementation of innovative projects at different levels of public administration.</p> <p>PLO12. 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>
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<b>8. Resource support for program implementation</b>	
<b>Specific characteristics of staffing</b>	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.
<b>Specific characteristics of logistics</b>	Access to scientific and metric databases and reference databases of SCOPUS is provided by the electronic library of KNUTSH. Multimedia audiences are actively used for presentations (ViewSonic PJ402D and Epson EB-95 multimedia projectors, Samsung LH65EDDPLGC/CI 65 screen with interactive overlay, SAMSUNG LH55DCEPLGC/CI monitor, microphones, Panasonic PT-D5700 multimedia projector, wall/ceiling screen with electric drive 6.1 *4.57 m.). There is an audience that simulates the work of a collegial body of public administration.

<b>Specific characteristics of information and educational and methodological support</b>	The courses of this program use informational and analytical materials in the field of administrative reform and civil service, informational specialist publications of the Center for Adaptation of the Civil Service to the Standards of the European Union and the European Center for Information Support of the Supreme Council of Ukraine.
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<b>9 - Academic mobility</b>	
<b>National credit mobility</b>	The right of education seekers to academic mobility is realized in accordance with the norms "Regulations on the procedure for realizing the right to academic mobility", approved by the Resolution of the Cabinet of Ministers of Ukraine dated 12.08.2015 No. 579 and "Regulations on the procedure for realizing the right to academic mobility of Taras Shevchenko Kyiv National University", approved by the rector on June 29, 2016.
<b>International credit mobility</b>	
<b>Training of foreign applicants for higher education</b>	On general grounds

## 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
<b>1. Core academic subjects</b>			
CS.1	Introduction to the specialty	3	Exam
CS.2	Territorial organization of power in Ukraine	4	Exam
CS.3	Social and political administration	4	Credit
CS.4	Analysis of state policy	3	Exam
CS.5	Organizational and legal principles of state administration	4	Exam
CS.6	History and theory of public management and administration	4	Exam
CS.7	Project management in the public sphere	3	Credit
CS.8	Methodology and organization of scientific research with the basics of intellectual property	3	Credit
CS.9	The information policy in Ukraine	3	Credit
CS.10	Information and analytical support in public management and administration	3	Credit
CS.11	Political and legal management and administration	4	Credit
CS.12	Public administration in the context of the national identity	4	Credit
CS.13	State communication systems	4	Exam
CS.14	State marketing	3	Exam
CS.15	Preparation of the Master's thesis	15	Credit
CS.16	Public administration in the field of national security	3	Exam
<b>Educational program selective components*</b>			
<i>Selective block 1. Organization of activities in local self-government system</i>			
SB.2.1.	The philosophy of business	3	Credit
SB.2.2.	Social infrastructure and communication support of regions	3	Credit
SB.2.3.	Territorial governance in Ukraine	3	Credit
SB.2.4.	Competition as a political problem	3	Credit
<i>Selective block 2. Community development tools</i>			
SB.3.1.	Politico-legal means of democratization of society	3	Credit
SB.3.2.	Interaction of the state and civil society	3	Credit
SB.3.3.	Philosophy of management	3	Credit
SB.3.4.	Innovation in socio-economic and ecological development	3	Credit
<i>Choice from list No. 1 (student chooses one discipline)</i>			

SB.4.1.	Formation of civil opinion in the state	4	Credit
SB.4.2.	Psychology of personnel management	4	Credit
<i>Choice from list No. 2 (student chooses one discipline)</i>			
SB.5.1.	Political ideologies	4	Credit
SB.5.2.	Interfaith relations	4	Credit
<i>Choice from list No. 3 (student chooses one discipline)</i>			
SB.6.1.	Decision-making theory and situation analysis	3	Credit
SB.6.2.	Document circulation in the civil service	3	Credit
<b>Total amount of selective subjects</b>		<b>23</b>	
<b>Total amount of the educational program</b>		<b>90</b>	

\* 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 Structurally logical scheme

