EDUCATIONAL AND PROFESSIONAL PROGRAM
"Civil Service"
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
"Civil Service"
Program Subject Area 281 "Public Administration"

1. General information	
Degree of higher education and title of qualification	Obtained qualification: **MasterDegree** Program Subject Area: **Public Administration** Educational program: **Civil Service** Specialization: − **Human resources management in public service**; − **Management of public sector projects and programmes**.
Language(s) of learning and assessment	Ukrainian
Scope of the educational program	90 ECTS credits, term of study 1,5 years
Type of program	Educational and professional
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. Department of Public Policy.
The name of the higher education institution that is involved in the provision of the programm	-
The official name of the educational program, the degree of higher education and the qualification name of the HEEpartner in the source language	-
Availability of accreditation	Certificate of accreditation of the specialty MES UD 11015374 dated 30.06.2021, valid until 01.07.2026
Program cycle / level	National Qualifications Framework (NQF) of Ukraine - 7 level, FQ_EHEA- second cycle, EQF _ LLL - 7 level
Prerequisites	Bachelor's, specialist's, master's degree
Form of study	Extramural
Educational program validity	5 years
Internet address of the permanent post of the description of the educational program	http://ipacs.knu.ua/

2. The purpose of the educational program	
The purpose of the program (taking into account the level of qualification)	To train highly qualified personnel in the field of public management and administration, able to analyze, develop and implement state policy, effectively and efficiently perform management functions and provide public services, promote innovative processes in the public sphere in order to create a capable service and digital state in Ukraine that provides protection interests of citizens based on European standards and experience. To prepare students with a special interest in certain areas of public service.

3. Characteristics of the educational program	
Subject area (branch of knowledge/specialty/specialization of the program)	Public administration and administration / public administration and administration / civil service.
Orientation of the educational program	Educational and professional, applied
The main focus of the educational program and specialization	General education in public administration and administration. Keywords: public administration and administration, civil service, public services, service and digital state, design of management decisions in public policy, HR-management in the civil service.
Program features	Mandatory internship in public authorities. It involves the provision of fundamental theoretical and methodological knowledge and practical skills in the implementation of public policy, social and economic processes, the use and improvement of scientific approaches and concepts in the field of public administration.Deepening and streamlining the knowledge of students who work or intend to work in the field of personnel management in the civil service. The program also builds the competencies of managers with progressive project-oriented thinking, able to apply tools and techniques of project management at the state level. Some disciplines are taught in English.

4. Suitability of graduates to employment and further training	
Suitability for employment	The Master of Public Administration and Administration (Civil Service) is prepared to work in the following positions: central and local public authorities; in local governments; 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 municipal forms of ownership; in managerial and administrative positions in international organizations and their representations in Ukraine.
Further education	A person who has completed the educational and professional program "Civil Service" and obtained a master's degree can continue his studies at the third (doctoral) educational and scientific level of higher education, improve their professional skills and obtain postgraduate education.

5. Teaching and assessment	
Teaching and learning	Lectures, practical and seminar classes, individual and independent work, research practice, conducting research in public authorities and public organizations; participation in departmental and university research works and projects, speeches at conferences, seminars, round tables; essay writing, etc. During the last year, half of the time is given to writing the final master's thesis, which is also presented and discussed with the participation of teachers and classmates.
Assessment	Written exams, differentiated tests, seminars and scientific reports with assessment of achievements, essays, presentations of independent

	research, tests, reports on research practice, comprehensive exam in public administration and administration, defense of the thesis with the participation of scientists from other universities.
6. Program competencies	
Integral competence	Ability to identify and solve complex tasks and problems in the field of public administration and administration in general (and civil service in particular) and / or in the learning process, which involves research and / or innovation and is characterized by uncertain conditions and requirements.
General Competences (GQ)	GQ01. The ability to abstract thinking, analysis and synthesis. GQ02. The ability to work in a team, motivate people and move towards common goals, be a leader, act socially responsibly and consciously. GC03. The ability to develop and manage projects. GC04. The ability to improve and develop professional, intellectual and cultural levels. GC05. The ability to make deliberate decisions and apply modern communication technologies. GC06. The ability to communicate professionally in a foreign language. GC07. The ability to generate new ideas (creativity).
Program Subject Area professional competencies	PC01. Ability to establish social interaction, cooperation, prevent and resolve conflicts. PC02. Ability to organize the activities of public administration bodies and other public organizations. PC03. 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 and administration. PC04. Ability to identify sustainable development indicators at the higher, central, regional, local and organizational levels. PC05. Ability to represent public administration bodies in relations with other state and local self-government bodies, public associations, enterprises, institutions and organizations regardless of ownership, citizens and to establish effective communication with them. PC06. Ability to carry out professional activities taking into account the needs of national security of Ukraine. PC07. Ability to independently prepare draft regulations, analytical reports, proposals, reports, provide expert assessment of regulations at various levels of public administration and administration. PC08. Ability to develop strategic documents for the development of socio-economic systems at the highest, central, regional, local and organizational levels. PC09. Ability to carry out scientific and research activities in the field of public administration. PC10. Ability to make sound management decisions taking into account issues of European and Euro-Atlantic integration.
7. Program learning outcomes	
Program learning outcomes	PLO 01. Know the theoretical and applied principles of development and analysis of public policy, basics and technologies of management decision-making. PLO 02. Solve complex tasks of public administration, taking into account the requirements of the law, identify legal conflicts and problems, develop draft regulations to eliminate them.

	PLO 03. 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. PLO 04. Use modern statistical methods, models, digital technologies, specialized software to solve complex problems of public administration and administration. PLO 05. Identify priority areas for the implementation of e-government and the development of e-democracy. PLO 06. Carry out effective management of innovations, resources, risks, projects, changes, quality, apply modern models, approaches and technologies, international experience in the design and reorganization of management and organizational structures. PLO 07. Be able to develop national / regional policy documents for the development of public administration, using systematic analysis and integrated approach, as well as methods of teamwork. PLO 08. 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. PLO 09. Communicate in a foreign language on professional topics, discuss problems of public administration and research results. PLO 10. Represent public administration bodies and other public organizations and present the results of their activities to specialists and the general public; PLO 11. Develop sound management decisions taking into account issues of European and Euro-Atlantic integration, take into account the objectives,existing legislative, time and resource constraints, assess the political, social, economic and environmental consequences of solutions. PLO 12. 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	
Specific characteristics of staffing	Teaching is provided by qualified scientific and pedagogical staff, most of whom have practical experience in public administration and administration, as well as doctoral/PhD degrees in public administration, academic titles of professor / associate professor. Some teachers speak English at B2 level, which allows the introduction of the latest English-language research on public administration in 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 PROFESSIONAL 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	2	3	4
1. Core academic subjects			
CS.1	Basics of civil service	4	Exam
CS.2	Strategic management	4	Exam
CS.3	Public policy	4	Exam
CS.4	Law in public administration	3	Exam
CS.5	Change management	3	Credit
CS.6	National security	3	Credit
CS.7	Economic policy and financial management in public administration	3	Exam
CS.8	State policy for preventing and combating corruption	3	Exam
CS.9	Analysis of public policy and decision-makin	3	Exam
CS.10	Ethics of a civil servant	3	Credit
CS.11	Social and humanitarian policy	3	Credit
CS.12	Regional politics and local governance	3	Credit
CS.13	Quality management in public administration	3	Exam
CS.14	Information and cyber security in public administration (language of tuition - English)	3	Credit
CS.15	Communication management (language of tuition - English)	3	Credit
CS.16	Globalization challenges (language of tuition - English)	3	Credit
CS.17	Internship	6	Differentiated credit
CS.18	Master's thesis	10	Defense
Total amount of core subjects		**66**	
2. Educational program selective components*			
* 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			
*Selective block 1. **Personnel management in the civil service***			
SB.1.1	Basics of personnel management in the civil service	3	Exam
SB.1.2	Team building and leadership	3	Exam
SB.1.3	Audit of the personnel management system in state authorities	3	Credit
SB.1.4	Ethical and psychological aspects of public service	3	Credit
*Selective block 2. **Management of projects and programs in the public sphere***			
SB.2.1	Projects and programs in the public sphere	3	Exam
SB.2.2	Basics of grantwriting in the public sphere	3	Credit

SB.2.3	Risk management and decision making	3	Credit
SB.2.4	Strategic environmental assessment of plans and programs in the field of public administration	3	Exam
3. Academic subjects of free choice (the student chooses one discipline)**			
List №1			
SB.3.1	Innovative decision-making centers	3	Exam
SB.3.2	Formation of a positive image of authorities	3	Exam
List №2			
SB.4.1	State policy of digital transformation management	3	Exam
SB.4.2	Adaptation of the civil service to EU standards	3	Exam
List №3			
SB.5.1	Time management in the public administration system	3	Exam
SB.5.2	Social responsibility	3	Exam
List №4			
SB.6.1	Socio-humanitarian security of Ukraine	3	Exam
SB.6.2	Public-private partnership	3	Exam
Total amount of selective subjects		**24**	
Total amount of the educational program		**90**	