BORYS GRINCHENKO KYIV UNIVERSITY

«APPROVED»

Decision of the Academic Council,
Borys Grinchenko Kyiv University

25 May 2017, Protocol No.5

The Head of the Academic Council, Rector
Viktor Ogneviuk

Programme of Study (Vocational)

073.00.02 "Management of Organizations and Administration"

Level Two (Master) of higher education

Field of Knowledge: **07 Management and Administration**

Speciality: **073 Management**

Qualifications**:**   **Master of Management**

Enacted since 01 September 2017
(Order No.348, 26 May 2017)

Kyiv – 2017

LETTER OF APPROVAL
Programme of Study (Vocational)

The Chair of Management
Protocol No. 9, 05 April 2017

The Head of the Chair _____Valentina Gladkova

The Academic Council of the Faculty of Law and International Relations
Protocol No. 7, 19 April 2017
The Head of the Academic Council _____ Alla Mihatska

SRL Education Internationalization

The Head of the SMC of Standardization
 and Quality Education _____ Olha Leontieva

26 April, 2017

Vice-Rector on Academic Affairs _____ Oleksii Zhyltsov

Vice-Rector for Research

_____ Nataliia Vinnikova

I. PROFILE OF THE PROGRAMME OF STUDY (VOCATIONAL)
073 Management
073.00.02 "Management of Organizations and Administration"

1 – General information	
The full name of the higher education institution and the structural unit	Boris Grinchenko Kyiv University Faculty of Information Technologies and Management Chair of Management
Degree of higher education, Educational qualification	Degree of higher education: master Speciality: 073 Management Specialization: project management Educational program: management of organizations and administration Educational qualification: Master of Management
Official name of the programme of study	073.00.02 "Management of Organizations and Administration"
Type of diploma and term of study according to the programme	90 credits ECTS Master degree, unitary term of study: 1 year 4 months
Availability of accreditation	Implementation in 2017
Cycle / Level	Level 7 of the National Qualification Framework of Ukraine, FQ-EHEA – 2 cycle, EQF-LLL – level 7
The education level required to commence study under the programme	a bachelor's degree, a master's degree
Language (s) of teaching	Ukrainian
Validity of the programme of study	2022
Internet address of the permanent placement of the description of the programme of study	http://fitu.kubg.edu.ua/images/stories/Departments/ku/profil%20osvitno-profesiinoi%20prohramy%20073%20Menedzhment_mahistr.pdf
2 - The purpose of the programme of study (vocational)	
Training of management professionals with wide access to employment, able to independently solve complex specialized tasks and practical problems in the process of professional activity.	
3 - Characteristics of the programme of study	
Subject area	*Objects of study and activity:* concepts and ideas of the theory and practice of management, management technology, legal aspects of management and financial and economic management of the enterprise.

	- *Objectives of the training*: formation of general and professional competences (a set of knowledge, skills and abilities) for applicants of higher education for application in professional (managerial) activity in the field of enterprise management; the formation of a new generation of modern manager who perfectly owns the tools of the project approach, is able not only to develop, but also to implement management projects, to be a true leader. - *Theoretical content of the subject area*: conceptual provisions of modern management, management technology and methods of scientific and practical research, give an opportunity to carry out an examination in the field of enterprise management based on the study of international experience to manage the innovative development of the enterprise. - *Methods, techniques and technologies*: a higher education student must develop a set of scientific research methods, skills and abilities in project management, team building and leadership development, and manage innovative development of the enterprise based on the project approach. -*Tools and equipment*: Computer and Network Tools. *The ratio of compulsory and sample parts:* 3: 1 *Pre-diploma practice:* 18.0 ECTS credits (20%)
Orientation of the programme of study	Vocational practical
The main focus of the programme of study	The focus is on acquiring skills and knowledge in management of organizations, which involves certain employment and the possibility of further education and career growth.
Specific features of the programme	The programme implements an increase in the level of management and training modern managers: businessmen who are ready for risk, initiative, capable of rapid adaptation to risks modern business environment. Formation of managers with new promising way of thinking, capable of both applying existing management and administration methods and developing new ones based on advanced scientific achievements, especially with the use of achievements of the project management approach.
4 - Eligibility of graduates	
to employment and further studying	
Employment	- general manager (manager); - director (leader) of the enterprise;

	- director in economics; - director in operational activities; - manager of administrative work; - regional development manager; - quality system manager; - manager-administrator of a commercial enterprise; - logistics manager; - personnel manager; - leading specialist in state structures; - specialist in strategic planning; - analyst of strategic projects and programs; - public relations manager; - Chief (Head) of the unit; - the head of the department (in the management department)
Further learning	Ability to study programs: Level 9 NRC, third cycle FQ-EHEA and EQF-LLL 8 level
5 – Teaching and assessment	
Teaching and learning	Based on the principles of student-centeredness and individual-personality approach; are implemented through studies based on research, strengthening practical orientation and creative orientation in the form of a combination of lectures, practical classes, independent study and research work using the elements of distance learning, solving applied (situational) tasks, project implementation, production practice, preparation and protection qualification master's work.
Assessment	Cumulative rating system, which involves student evaluation for all types of classroom and non-auditing educational activities (current, module, final control); modular control works, individual calculation and design work, testing, tests, examinations, certification.
6 - Programme competencies	
Integral Competence	Ability to solve complex tasks and problems in the field of management or in the process of learning that involves research and / or innovation and is characterized by uncertainty of conditions and requirements.
General competencies (GC)	**GC1**-Ability to conduct research at the appropriate level; **GC2** - Ability to communicate with representatives of various professional groups and in the international context;

	GC3 - Skills in using information and communication technologies for searching, processing, analysis of information from different sources and decision-making; GC4 - Ability to organize and motivate people to move towards a common goal, to work in a team; GC5 - Ability to act on the basis of ethical considerations, legal literacy and socially responsible and consciously; GC6 - Ability to identify and solve problems, generate new ideas.
Professional competencies (PC)	PC1 - Ability to choose and use concepts, methods and tools of management, including in accordance with international standards; PC2 - Establish the criteria by which the organization determines further directions of development, develop and implement relevant strategies and plans; PC3 - Ability to self-development, lifelong learning and effective self-management; PC4 - Ability to effectively use and develop human resources in the organization; PC5 - Ability to create and organize effective communication in the management process; PC6 - Skills in forming and demonstration of leadership qualities; PC7 - Ability to develop and manage projects on the basis of modern methodologies and practical experience, to demonstrate initiative and entrepreneurship; PC8 - Ability to use psychological technologies of work with personnel; PC9 - Ability to analyze and structure organizational problems, to make managerial decisions and to provide conditions for their implementation; PC10 - Ability to manage the organization, its changes and the quality of its products.
7 – Programme learning outcomes	
	PLO1 - Applying concepts, methods and tools of management for effective and efficient management of the organization; PLO2 - Establishing links between elements of the organization management system; PLO3 - Applying the skills of substantiation and project management, generation of entrepreneurial ideas; PLO4 - Planning the organization's activities in

	strategic and tactical sections; **PLO5** - Organizing and communicating with representatives of various professional groups and in an international context; **PLO6** - Practicing the use of modern information and communication technologies in management; **PLO7** - Arguing your own point of view in a discussion based on a scientific approach; **PLO8** - Demonstrating skills to interact with people and influencing their behavior, working in a team; **PLO9** - Identifying the ability to self-development, lifelong learning and effective self-management; **PLO10**- Being able to analyze and structure organizational problems, make managerial decisions and ensure the conditions for their implementation; **PLO11** - Being able to manage the organization, its changes, carrying out its informational, legal, methodical, material, financial and personnel support, including in accordance with international standards and recommendations of quality management standards.
8 - Resource support for the implementation of the program	
Personnel support	100% of scientific and pedagogical workers involved in teaching professionally oriented disciplines in the specialty "Management" have academic degrees and academic titles. The practice-oriented nature of the educational program involves a broad participation of practitioners who are in line with the program's direction, which enhances synergy between theoretical and practical training.
Material and technical support	Organization of the educational process is ensured primarily: - an area sufficient for conducting all kinds of training sessions and out-of-account activities, in particular, all audiences are equipped with SMART-boards or projectors; - computer classes; - availability of the library and reading room with the necessary fund of educational-methodical literature; - modern technical equipment and equipment. The existing material and technical base provides an opportunity to provide a complete training of masters in management education and professional program.
Information and educational and	Educational and methodological support, which is developed and is available, contains all necessary

methodological support	documents regulating the educational activity of the educational institution. Disciplines are provided with working curricula, necessary methodological recommendations, their own system of control measures and criteria for assessing students' knowledge, as well as ENC. "University" publishing house fully provides the needs of chairs in the publishing house of educational and methodical literature.
9 - Academic mobility	
National Credit Mobility	On the basis of bilateral agreements between Borys Grinchenko Kiev University and Ukrainian universities.
International Credit Mobility	As the University is a member of the European Union's Erasmus + educational program, through this collaboration, student managers are able to study in foreign countries through exchange programs: at the University of Foggia (Italy), at the Polonium Academy in Częstochowa (Poland), the University of Vilnius (Lithuania)
Training of foreign applicants for higher education Education	Probably after taking the Ukrainian language course.

II. The List of the Components of the Programme of Study (vocational) Social Communications and Their Logical Coherence
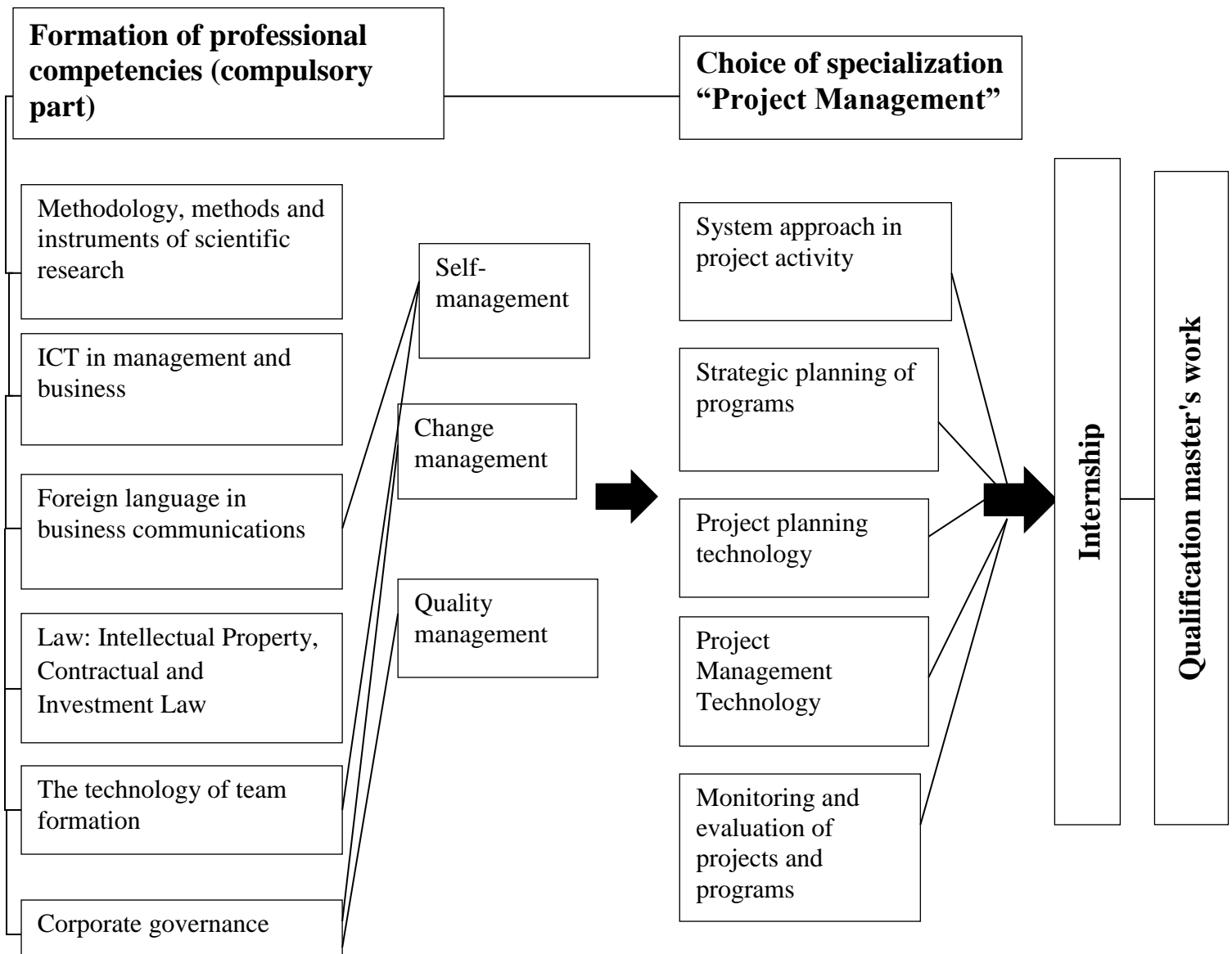
2.1. Part of the components of the PS

Component Code	Code (acad. disc., pr., assess.)	Components of the Programme of Study (academic discipline, practice, degree paper)	Credits ECTS	The Form of the Final Control
1		2	3	4
Formation of professional competencies				
I. Compulsory components OP				
1. Educational disciplines				
CC.01	ОДФ.01	*Methodology, methods and instruments of scientific research*	4	Credit
CC.02	ОДФ.02	*The ICT in management and business*	4	Exam
CC.03	ОДФ.03	*Foreign language in business communications*	5	Exam
CC.04	ОДФ.04	*Law: Intellectual Property, Contractual and Investment Law*	5	Exam
CC.05	ОДФ.05	*The technology of team formation*	4	Exam
CC.06	ОДФ.06	*Self-management*	4	Credit
CC.07	ОДФ.07	*Corporate governance*	6	Exam
CC.08	ОДФ.08	*Change management*	6	Exam
CC.09	ОДФ.09	*Quality management*	4	Credit
Total theoretical training			*42*	-
2. Practice				
CC.10	ОП.01	Industrial practice	18	Credit
Total practice			*18*	-
3. Attestation				
CC.11	ОА.1	Qualification master's work	7	
		1. Implementation of the qualification master's work	*6*	
		2. Protection of qualifying master's work	*1*	Protection
Total attestation			*7*	-
Total amount of the compulsory components:			**67**	
II. Optional components of EP * (Additional specialization: Project Management)				
OC. 1.01	ВДС.1.01	*System approach in project activity*	4	Credit
OC. 1.02	ВДС.1.02	*Strategic planning of programs*	4	Credit
OC. 1.03	ВДС.1.03	*Project planning technology*	4	Exam
OC. 1.04	ВДС.1.04	*Project Management Technology*	6	Exam
OC. 1.05	ВДС.1.05	*Monitoring and evaluation of projects and programmes*	5	Credit
Total amount of the optional components			**23**	
TOTAL AMOUNT OF THE PROGRAMME OF STUDY			**90**	

* - According to the Law of Ukraine "On Higher Education", higher education graduates have the right to "select disciplines within the limits provided for by the

relevant educational program and working curriculum in the amount of not less than 25 percent of the total number of ECTS credits provided for this higher level education. At the same time applicants of a certain level of higher education have the right to choose the study disciplines offered for other levels of the higher education, in agreement with the head of the faculty or unit.

2.2 Structural Logical Scheme of the Programme of Study

Formation of professional competencies (compulsory part)

Choice of specialization "Project Management"

Methodology, methods and instruments of scientific research

ICT in management and business

Foreign language in business communications

Law: Intellectual Property, Contractual and Investment Law

The technology of team formation

Corporate governance

Self-management

Change management

Quality management

System approach in project activity

Strategic planning of programs

Project planning technology

Project Management Technology

Monitoring and evaluation of projects and programs

Internship

Qualification master's work

III. Form of Attestation of Higher Educational Learners

The certification of the graduate of the programme of study (vocational) of Specialty 073 "Management" is carried out in the form of the defense of the master's work and ends with the issuance of the document of the established sample on awarding learners a master's degree with the qualification of "Master of Management" in Specialty "Management of Organizations and Administration". The certification is carried out openly and publicly.

The defense of the master's thesis is an independent final research qualification written work, which confirms the corresponding level of theoretical knowledge and practical training, as well as the ability to work independently in the chosen specialty. Master's work is one of the types of individual student work, an original, completed academic research in the field of knowledge "Management and Administration" and contains a set of results, provisions that are proposed for public protection.

Master's work is carried out in accordance with the directions of scientific and applied research and should certify: the level of professional training of the graduate; the ability to use the knowledge gained at a higher educational institution to solve complex scientific and practical tasks; conscious assimilation of knowledge and their systematization; presence of a student's skills in scientific work; ability to think critically and creatively and ability to argue their own point of view.

On the basis of the protection of the master's work, the Examining Committee decide on the awarding the qualification to its author and on the issuance of a Master's Diploma.

4. Matrix of the Programme Competence Compliance with the Programme Components

	CC.01	CC.02	CC.03	CC.04	CC.05	CC.06	CC.07	CC.08	CC.09	OC.01	OC.02	OC.03	OC.04	OC.05
GC.1	+											+		
GC.2			+											
GC.3	+	+												
GC.4					+		+							
GC.5				+	+		+							
GC.6	+													
PC.1						+	+	+	+					
PC.2		+												
PC.3	+					+								
PC.4					+	+								
PC.5														
PC.6					+		+							
PC.7							+			+	+	+	+	+
PC.8					+									
PC.9										+	+	+	+	+
PC.10							+	+	+	+	+	+	+	+

5. Matrix of Providing Programme Learning Outcomes with the Relevant Programme Components

	CC.01	CC.02	CC.03	CC.04	CC.05	CC.06	CC.07	CC.08	CC.09	OC.01	OC.02	OC.03	OC.04	OC.05
PLO.1						+	+	+	+	+	+	+	+	+
PLO.2					+		+	+	+					
PLO.3											+	+	+	+
PLO.4							+				+	+		
PLO.5			+											
PLO.6		+												
PLO.7	+													
PLO.8					+									
PLO.9						+								
PLO.10							+	+	+					+
PLO.11				+			+	+		+	+	+	+	+