BORYS GRINCHENKO KYIV UNIVERSITY

**Programme of Study (Vocational)
(Training of Foreigners)**

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**

Kyiv – 2021

Programme of Study (Vocational) "Management of Organizations and Administration" is developed on the basis of the Law of Ukraine "On Education", "On Higher Education" and the Standard of Higher Education in specialty 073 Management for the second (master's) level of higher education (approved and put into effect by the Ministry of Education and Science of Ukraine from July 10, 2019, No 959), taking into account the order No 769 of the Ministry of Education and Science of Ukraine from July 5, 2021"On Approval of Guidelines for Improving Programmes of Study for Training Foreigners and Stateless People in Ukrainian Higher Education Institutions with Regard to Peculiarities of their Training".

Developed by a project group consisting of:
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The programme of study is implemented from November 1, 2021

Actualized:

Date of Review of the PS			
Signature			
Name of the PS guarantor			

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I. PROFILE OF THE PROGRAMME OF STUDY (VOCATIONAL) 073.00.01 Management of Organizations and Administration Specialty 073 Management

1 – General information	
The full name of the higher education institution and the structural unit	Borys Grinchenko Kyiv University Faculty of Information Technologies and Management
Level of higher education	Level Two (Master)
Degree of higher education	Master
Field of Knowledge	07 Management and Administration
Speciality	073 Management
Programme of study	073.00.01 Management of Organizations and Administration
Qualification	Master of Management
Qualification in diploma	Degree of higher education: Master Speciality: Management Programme of Study: Management of Organizations and Administration
Form of study	Full-time
Language (s) of teaching	English
Cycle / Level	Level 7 of the National Qualification Framework of Ukraine, FQ-EHEA – 2 cycle, EQF-LLL – level 7
Type of diploma and term of study according to the programme	90 credits ECTS Master`s degree, unitary term of study: 1 year 4 months
The education level required to commence study under the programme	bachelor's degree English level not lower than B1
Availability of accreditation	Ministry of Education and Science of Ukraine Certificate (УК №11007609) on accreditation of programme of study "Management of Organizations and Administration" Level Two (Master) of higher education Certificate is valid till July 1, 2024
Internet address of the permanent placement of the description of the programme of study	https://kubg.edu.ua/informatsiya/vstupnikam/napryami-pidgotovki/magistr.html
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 focused on the applied realization of the mission of serving people, community, society	
3 - Characteristics of the programme of study	
Subject area	*Objects of study:* management of organizations and their departments. *Objectives of the training*: training of specialists capable to identify and solve complex tasks and problems in the field of management or in the process of learning, which involve carrying out research and / or implementation of innovation and are characterized by uncertainty of conditions and requirements. *Theoretical content of the subject area*: - paradigms, laws, patterns,

	- principles, historical preconditions of management development; - concepts of system, situational, adaptive, anticipative, anti-crisis, innovation, project management, etc .; - functions, methods, technologies and management decisions in management. *Methods, techniques and technologies*: - general scientific and specific research methods (computational-analytical, economic-statistical, economic-mathematical, expert evaluation, factual, sociological, documentary, balance sheet, etc.); - methods of implementation of management functions (methods of marketing research; methods of economic diagnostics; methods of forecasting and planning; methods of designing organizational management structures; methods of motivation; control methods; methods of assessing social, organizational and economic efficiency in management, etc.); - methods of management (administrative, economic, socio-psychological, technological); -technologies for substantiation of management decisions (economic analysis, simulation, decision tree, etc.). *Tools and equipment*: modern information and communication equipment, information systems and software products used in management.
Size and Structure of the Programme	The ratio of compulsory (general and professional) and optional parts of the programme: **Compulsory part** - 67 ECTS credits, 74.4%: disciplines are aimed at the formation of general and special (professional, subject) competencies (49 credits), practice - 12 credits, attestation - 6 credits. **Elective part** - 23 ECTS credits, 25.6%: free choice of educational components.
Academic rights of graduates	They have the right to continue their education at level three (educational and scientific) of higher education. Acquisition of additional qualifications in the system of postgraduate education.
4 - Eligibility of graduates to employment and further studying	
Employment	**Areas of professional activity include:** – enterprises of any organizational and legal form (commercial, non-commercial, public, municipal, private), in which graduates work as executors or junior managers in departments and divisions of management (marketing, sales, strategic planning, finance, human resources); – small businesses in which graduates work as managers; – state and local government bodies; – structures in which graduates are entrepreneurs who create and develop their own business.
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, trainings, master classes of leading managers, game simulation technologies, case study, team work. Problem-oriented learning; independent work on the basis of educational literature, tests, calculation-analytical and situational tasks; preparation and protection of qualification master's work, consultations with teachers; scientific conferences, etc.
Assessment	Cumulative rating system which provides for the assessment of students for all types of classroom and extracurricular educational activities in the form of incoming, intermediate, final (semester) control, as well as attestation. Intermediate control (oral examination, presentations, essays, written express control / computer testing, accomplishing situational test, calculation-analytical and analytical tasks), final semester control (tests, exams in oral, written (testing), combined forms, defence of practice reports), attestation (defence of master's thesis). Assessment of students is carried out in accordance with the Unified system of assessment of academic achievement of students in Borys Grinchenko Kyiv University.
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 (with experts from other fields of knowledge / types of economic activity). **GC3** - Skills in using information and communication technologies. **GC4** - Ability to motivate people to move towards a common goal. **GC5** - Ability to act on the basis of ethical considerations. **GC6** - Ability to generate new ideas (creativity). **GC7** - Ability to abstract thinking, analysis and synthesis.
Professional competencies (PC)	**PC1** - Ability to choose and use concepts, methods and tools of management, including in accordance with international standards; **PC2** - Ability to to set values, visions, mission, goals and 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 the organization's resources; **PC5** - Ability to create and organize effective communication in the management process; **PC6** - Ability to form leadership qualities and demonstrate them in the process of managing people; **PC7** - Ability to develop and manage projects, to demonstrate initiative and entrepreneurship;

	PC8 - Ability to use psychological technologies of work with personnel; **PC9** - Ability to analyse and structure organizational problems, to make effective managerial decisions and to provide conditions for their implementation; **PC10** - Ability to manage the organization and its development.

7 – Programme learning outcomes
PLO1 - Critically comprehend, select and use the necessary scientific, methodological and analytical tools for management in unpredictable conditions. **PLO2** - Identify problems in the organization and justify methods for their solving. **PLO3** - Design effective management systems for organizations. **PLO4** - Substantiate and manage projects, generate business ideas. **PLO5** - Planning the organization's activities in strategic and tactical sections. **PLO6** - Have the skills to make, justify and ensure the implementation of managerial decisions in unpredictable conditions taking into account the requirements of law, ethical considerations and social responsibility. **PLO7** - Organize and carry out effective communication within the team, with representatives of various professional groups and in the international context. **PLO8** - Use specialized software and information systems to solve problems of organization management. **PLO9** - Be able to communicate in professional and scientific environment in the state and foreign languages. **PLO10**- Demonstrate leadership skills and the ability to work in a team, interact with other people, influence their behaviour to solve professional problems. **PLO11** – Have the ability to self-development and time management. **PLO12** – Be able to delegate authority and management of the organization (unit). **PLO13** – Be able to plan and implement information, methodological, material, financial and personnel support of the organization (unit).

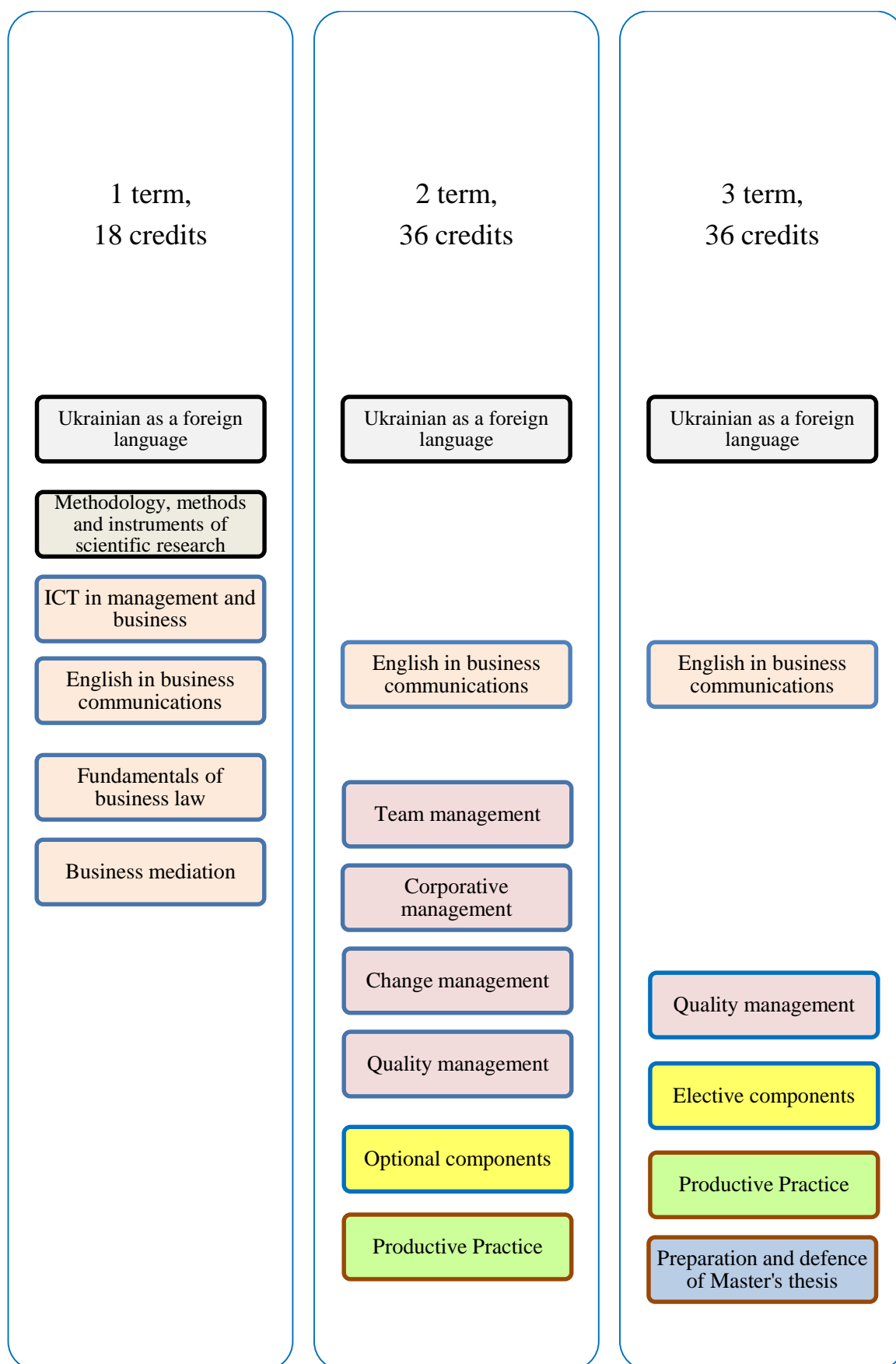| **8 - Resource support for the implementation of the program**	
Staff support	Staff support of the programme of study consists of the teaching staff of the Chair of Management, Faculty of Informational Technologies and Management. Teaching of some disciplines is performed by teaching staff of Chair of Public and Private Law, Chair of Foreign Languages (Faculty of Law and International Relations); Chair of Ukrainian language (Institute of Philology). Teaching subjects in English is carried out by scientific and pedagogical workers who speak English at the level not lower than B2, as evidenced by the relevant documents. The practical orientation of the programme involves a wide participation of specialists, which corresponds to the direction of the programme and strengthens the synergistic connection of theoretical and practical training. Teaching staff that ensures the programmes implementation meets the requirements set by the licensing conditions of educational activities of educational institutions.
Material and technical support	Organization of the educational process is ensured primarily: - an area sufficient for conducting all kinds of training sessions and extracurricular activities, in particular, all classrooms are equipped with SMART-boards or projectors; - computer classes; - availability of the library and the reading room with necessary educational-methodical literature;

	- modern technical equipment. The areas of the premises used in the educational process meet the requirements of accessibility, sanitary norms, and fire safety regulations. There are own objects of social and household infrastructure (dining room, cafeterias, assembly halls, sports halls, stadium, sports grounds, medical center, swimming pool, dormitories). The existing material and technical base provides an opportunity to provide a complete training of masters in management according to the programme of study.
Information, educational and methodological support	− Official website of Borys Grinchenko Kyiv University https://kubg.edu.ua/, which contains the information about programmes of study, educational and scientific activities, structural units, admission rules, contacts, etc. − Digital campus https://digital.kubg.edu.ua/, which contains information about all digital education services, digital science with access to various platforms. digital management of normative bases, registers, document circulation. image and leadership, digital space with personal accounts and corporate mail, university infrastructure. − University e-learning system (Moodle). − services for the organization of online classes: Google Meet (corporate), Google Chat, Google Hangouts, Google Classroom. − Wireless Internet access points. − Library, reading rooms. − Electronic library, repository http://elibrary.kubg.edu.ua/. − Access to electronic scientific databases Scopus, Web of Science, EBSCO etc. − Training and working curricula. − Schedule of the educational process. − Programmes of study of academic disciplines. − Programmes of practice. − Methodical recommendations for writing and designing a qualifying master's thesis, etc.
9 - Academic mobility	
National Credit Mobility	
International Credit Mobility	
Training of foreign applicants	The license provides for the training of foreigners and stateless people. The learning process is conducted in English, so citizens of other countries who speak English at level not lower than B1 can receive education according to this programme of study.

II. The List of the Components of the Programme of Study (vocational) and Their Logical Coherence

2.1. The List of the components of the PS

Component Code	Code of academic discipline	Components of the Programme of Study (academic discipline, practice, degree paper)	Credits ECTS	The Form of the Final Assessment
1		2	3	4
I. Compulsory components OP				
CC.01	ОД.01	Methodology, methods and instruments of scientific research	4	Credit
CC.02	ОД.02	ICT in management and business	4	Exam
CC.03	ОД.03	English in business communications	6	Exam
CC.04	ОД.04	Fundamentals of business law	5	Exam
CC.05	ОД.05	Business mediation	4	Credit
CC.06	ОД.06	Team management	4	Exam
CC.07	ОД.07	Corporative management	6	Exam
CC.08	ОД.08	Change management	6	Exam
CC.09	ОД.09	Quality management	4	Credit
CC.10	ОД.10	Ukrainian as a foreign language	6	Exam
CC.11	ОП.01	Productive Practice	12	Credit
CC.12	ОА.1	Master's thesis	6	Defence
Total for theoretical training			**67**	-
II. Elective components of PS (Appendix 1)				
Electivel block 1 – Project Management				
OC. 1	ВД.1.01	System approach in project activity	4	Credit
OC. 2	ВД.1.02	Strategic planning of programmes	4	Credit
OC. 3	ВД.1.03	Strategic marketing	4	Credit
OC. 4	ВД.1.04	Project management technology	6	Credit
OC. 5	ВД.1.05	Monitoring and evaluation of projects and programmes	5	Credit
		total	**23**	
Electivel block 2 – Project Management				
OC. 1	ВД.2.01	Advanced Ukrainian / English course (optional)	19	Credit
OC. 2	ВД.2.02	Ukraine in the World	4	Credit
		total	**23**	
Elective block 3				
OC	ВД.3	Choice of disciplines from the course catalogue for the appropriate number of credits	23	Credits
		total	**23**	
Total amount of elective components			**23**	
TOTAL AMOUNT OF THE PROGRAMME OF STUDY			**90**	

2.2 Structural Logical Scheme of the Programme of Study

1 term, 18 credits	2 term, 36 credits	3 term, 36 credits
Ukrainian as a foreign language	Ukrainian as a foreign language	Ukrainian as a foreign language
Methodology, methods and instruments of scientific research		
ICT in management and business		
English in business communications	English in business communications	English in business communications
Fundamentals of business law	Team management	
Business mediation	Corporative management	
	Change management	Quality management
	Quality management	Elective components
	Optional components	Productive Practice
	Productive Practice	Preparation and defence of Master's thesis

III. Form of Attestation of Higher Educational Learners

The attestation of graduate students of the programme of study (vocational) "Management and Administration", Specialty 073 "Management" is carried out in the form of master's thesis defence.

The attestation is performed openly and publicly.

The defence of master's thesis involves solving a complex task or a problem in the field of management, a task or a problem in the field of management that requires conducting research and / or innovation and is characterized by complexity and uncertainty of conditions, using theories and methods of economics.

The master's thesis is checked for plagiarism. It should not contain academic plagiarism, fabrication and / or falsification, copying.

The qualifying master's thesis is published on the University website (in the institutional repository).

For the successful completion of the programme of study, graduate students are given the document of the state standard.

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

	CC.1	CC.2	CC.3	CC.4	CC.5	CC.6	CC.7	CC.8	CC.9	CC.10	CC.11	CC.12
GC 1	+								+		+	+
GC 2			+	+	+	+			+	+	+	+
GC 3	+	+	+		+						+	+
GC 4						+					+	
GC 5					+	+						
GC 6		+				+	+	+			+	+
GC 7				+						+	+	+
PC 1	+			+	+		+		+		+	+
PC 2							+	+	+		+	+
PC 3	+		+			+				+		+
PC 4				+			+	+	+		+	+
PC 5		+	+		+	+						+
PC 6						+					+	
PC 7											+	+
PC 8					+	+						
PC 9					+		+	+	+		+	+
PC 10					+		+	+				+

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

	CC.1	CC.2	CC.3	CC.4	CC.5	CC.6	CC.7	CC.8	CC.9	CC.10	CC.11	CC.12
LO.1	+				+			+				
LO.2					+		+	+	+		+	+
LO.3		+									+	+
LO.4						+	+				+	+
LO.5							+				+	+
LO.6				+	+	+		+	+			+
LO.7		+	+	+	+	+		+	+	+		
LO.8		+										+
LO.9			+			+				+		
LO.10					+	+						
LO.11						+						+
LO.12						+		+	+			
LO.13	+			+	+							+

Appendix 1 – Elective Part of Programme of Study

In Borys Grinchenko Kyiv University, students exercise the right to free choice of disciplines, granted in paragraph 15 of the first part of Article 62 of the Law of Ukraine "On Higher Education", in accordance with the Regulations on the procedure and conditions of choice of disciplines, approved by order No 642 from November 25, 2016.

1. Elective Block 1 – Project Management

The student's choice of the block "Project Management" creates conditions for deepening and expanding professional knowledge within the chosen programme of study. The following block of disciplines is offered for studying.
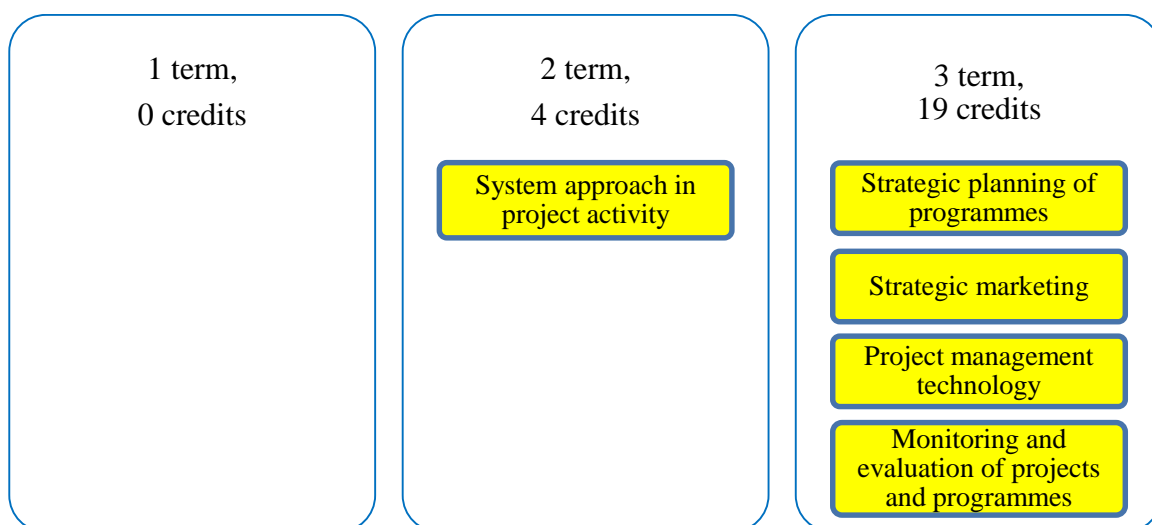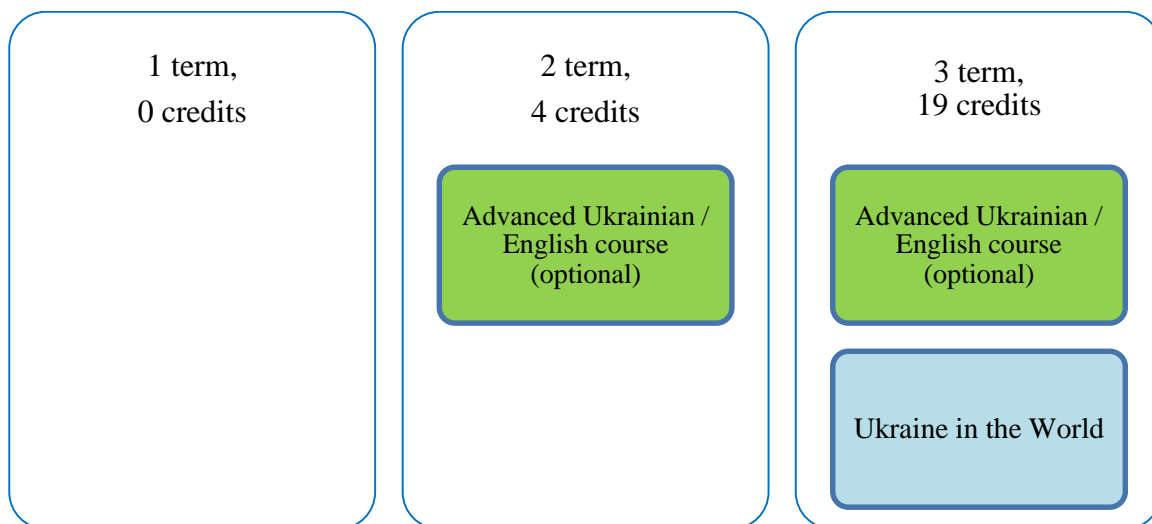
1 term, 0 credits	2 term, 4 credits	3 term, 19 credits
	System approach in project activity	Strategic planning of programmes
		Strategic marketing
		Project management technology
		Monitoring and evaluation of projects and programmes

Matrix of the Programme Competence Compliance with the Optional Components of Block 1

	OC 1	OC 2	OC 3	OC 4	OC 5
GC 1	+	+	+		
GC 2				+	
GC 3			+		
GC 6				+	
GC 7	+		+		+
PC 1		+	+		
PC 2		+	+		
PC 4	+	+		+	+
PC 5			+		
PC 7	+	+		+	+
PC 8					
PC 9	+	+	+	+	+
PC 10		+			

Matrix of the Programme Learning Outcomes Compliance with the Optional Components of Block 1

	OC 1	OC 2	OC 3	OC 4	OC 5
LO.1	+	+	+	+	
LO.2			+		+
LO.3	+	+		+	
LO.4	+		+	+	+
LO.5	+	+	+	+	
LO.6				+	
LO.7			+		
LO.12				+	
LO.13	+	+	+		

2. Elective Block 2

The student's choice of the block 2 creates conditions for deepening communicative competence by increasing the level of proficiency in Ukrainian or English (optional) within the chosen programme of study.

For getting acquainted with Ukrainian culture, history, traditions, the study of the discipline "Ukraine in the World" is offered.

1 term, 0 credits	2 term, 4 credits	3 term, 19 credits
	Advanced Ukrainian / English course (optional)	Advanced Ukrainian / English course (optional)
		Ukraine in the World

3. Elective Block 3 – Choice from the Course Catalogue

The choice of disciplines from the catalogue of courses takes into account students' own needs and interests in future professional activity and allows them to deepen their knowledge and gain additional general and general professional competencies within related specialties and fields of knowledge and / or get acquainted with the current level of research in other fields, and expand or deepen knowledge of general competencies.