

**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE**  
**VINNITSIA MYKHAILO KOTSIUBYNSKYI STATE PEDAGOGICAL**  
**UNIVERSITY**

**Educational and professional programme**

«Public management and administration»

The second (master) level of higher education

In speciality 281 «Public management and administration»

In the field of knowledge 28 «Public management and administration»

**Qualification:**

master of public management and administration

**Approved by the academic council**

of Vinnitsia Mykhailo Kotsiubynskyi

State Pedagogical University

The Head of Academic Council \_\_\_\_ prof. N.I. Lazarenko

(protocol № \_\_\_\_ dated « \_\_ » 2020)

Educational programme enacts from September 2020

(decree № \_\_\_\_ dated 2020)

Vinnitsia - 2020

## **Preface**

Educational and professional programme elaborated in accordance with requirements of statute of Ukraine «About higher education» according to legations, visions and values of Vinnitsia Mykhailo Kotsiubynskyi State Pedagogical University, based on Conception of strategic development and strategic plan of development of Vinnitsia Mykhailo Kotsiubynskyi State Pedagogical University.

Elaborated by workgroup consisting of:

### **Yaremenko Aleksander Ivanovich**

Candidate of Science of governance, docent, the Head of the Department of law and public management of Vinnitsia Mykhailo Kotsiubynskyi State Pedagogical University, workgroup manager.

### **Lazor Oleg Yaroslavovych**

Doctor of Science of governance, Professor at the Department of law and public management of Vinnitsia Mykhailo Kotsiubynskyi State Pedagogical University, member of workgroup.

### **Lazor Oksana Dmytrivna**

Doctor of Science of governance, Professor at the Department of law and public management of Vinnitsia Mykhailo Kotsiubynskyi State Pedagogical University, member of workgroup.

### **Herasymjuk Konsnantin Kharytonovych**

Candidate of Science of governance, docent, the Head of Interregional management of National agency of Ukraine based on Publac Service in Vinnitsia, Zhytomyr and Khmelnytsky regions, member of workgroup.

### **Sitarskyi Sergey Mykolaiovych**

Candidate of Science of governance, deputy rural head of village Council of Yakushintsi of Vinnitsia region, member of workgroup.

### **Yunyk Iryna Henativna**

Candidate of Science of governance, docent, associate professor at the department of law and public management of Vinnitsia Mykhailo Kotsiubynskyi State Pedagogical University, member of workgroup.

For consultation with stakeholders (for getters, graduates, employers):

1. By Getter of educational degree «Master» of Vinnitsia Mykhailo Kotsiubynskyi State Pedagogical University in speciality 281 Public management and administration, Candidate of Juridical sciences, Ostapenko O.O
2. By Graduate of Vinnitsia Mykhailo Kotsiubynskyi State Pedagogical University, head of machinery of District State administration of Tylchyn of Vinnitsia region.
3. By Graduate of Vinnitsia Mykhailo Kotsiubynskyi State Pedagogical University, deputy Head of territorial management of Service of law-court administration in Vinnitsia region.
4. By Representative of Verkhovna Rada of Ukraine of human rights in central regions of Ukraine Olhovy V.V.
5. By deputy Head of Management of state migration Service in Vinnitsia region Ratushna A. P
6. By Head of villiage of Stanislavchysk of Zhmerynka district of Vinnitsia region Perepechai V.M.
7. By Head of youth municipal social organization «Youth labour exchange» Voroniuk A.V.

Reviewers:

**Tertychka Valeriy Volodymyrovich**

Doctor of Science of governance, full professor, Head of the Department of public governance of National University of «Kyiv-Mohyla academy».

**Halachenko Aleksander Aleksandrovich**

Doctor of Economic Sciences, Head of organization of employers «Vinnitsia regional organization of employers of travel agencies, hotels and sanatorium resort of organizations of Ukraine»

**Kremenuk Mykhailo Volodymyrovich**

Deputy Vinnitsia Head of Vinnitsia Regional Council, Master of public management.

**Vovchenko Serhiy Dmytrovych,**

Director of the Department for Defense, Civil Defense and Interaction with Law Enforcement Bodies Vinnytsia Regional State Administration, Master of Public Administration.

**1. PROFILE OF THE EDUCATIONAL-PROFESSIONAL PROGRAM IN THE  
SPECIALTY  
281 “PUBLIC ADMINISTRATION”**

1 – General Information	
<b>The full name of the higher educational institution and structural subvision</b>	Vinnitsia Mykhailo Kotsiubynskyi State Pedagogical University. Faculty of History, Law and Public Administration. Department of Law and Public Administration
<b>Higher education degree and title of qualification in the original language</b>	Master. Qualification - Master of Public Administration
<b>The official name of the educational program</b>	Public administration
<b>Type of diploma and scope of educational program</b>	Document on higher education of the established standard degree of higher education master's degree in "Public administration and administration" in the field of knowledge "Public administration and administration", 90 credits 40% of the educational program is aimed at obtaining general and special (professional) competencies in the specialty defined by the standard of higher education. Volume of ECTS credits for practice - 12 ECTS credits.
<b>Availability of accreditation</b>	
<b>Cycle / level</b>	NQF of Ukraine – the eighth level FQ – EHEA – the second cycle EQF – LLL – the eighth level

<b>Preconditions</b>	EXISTENCE OF A BACHELOR'S DEGREE, SPECIALIST, MASTER'S DEGREE
<b>Language of instruction</b>	Ukrainian
<b>The duration of the educational program</b>	
<b>Internet address of the permanent placement of the description of the educational program</b>	<a href="http://www.vspu.edu.ua">http: // www.vspu.edu.ua</a>
<b>2. The purpose of the educational and professional program</b>	
The purpose of the educational and professional program is to train specialists in the field of public administration, who have the competencies to solve complex professional problems in the field of public administration, develop and implement public policy, effectively perform public administration functions based on global and European standards.	
<b>Subject area (field of knowledge, specialty, specialisation (if available))</b>	<p>Objects of study: principles and patterns of functioning of the system of public administration as a set of institutions of public administration, local self-government, civil society in accordance with the functions and powers assigned to them; relations, phenomena, processes, models and mechanisms that characterise the manifestations of public administration at the highest, central, regional and local levels.</p> <p>Learning objectives: to train public administration specialists who are able to solve complex problems and problems in the field of public administration.</p> <p>Theoretical content of the subject area: scientific concepts (theories) of public administration, in particular at the higher, central, regional and local levels of government.</p> <p>Methods, techniques and technologies: scientific knowledge, management and decision-making, analytical information processing, institutional, instrumental, functional, organisational, technological and legal support, e-government, systems analysis, modelling, forecasting and design.</p> <p>Tools and equipment: information and analytical tools, support systems for making and implementing management decisions, specialised software.</p>
<b>Orientation of the educational program</b>	<p>Educational and professional orientation has an applied nature, it is aimed at realization of administrative, organizational, analytical, informational, communicational, advisory functions in public authority.</p> <p>Orientation of the educational program is formed based on the results of</p>

	informational meetings with officials of the National Agency of Ukraine for Civil Service, state Executive authorities and local governments, applicants and graduates. The opinions of employers in the non-governmental sector and the scientific community are taken into account.
<b>The main focus of the educational program and specialization</b>	General education in the field 28 "Public management and administration", of specialty 281 "Public management and administration". Key words: public management, public administration, legal regulation of relations in the public sphere, public policy, public service, strategic management, regional management.
<b>Program features</b>	<p>Program features The program is built on the principle of connection of education and the world of work, has an applied focus, is interdisciplinary, focused on management activities in the conditions of transformation of public administration system.</p> <p>The program takes into account that the formation of General and Professional competencies occurs in the context of the development of the information society and the digitalization of public and state institutions. The program focuses on the ability of applicants to carry out high-level information activities in all areas of public management and administration. When developing the educational program, the following factors were taken into account:</p> <ul style="list-style-type: none"> <li>• contemporary international and domestic scientific and educational trends in the sphere of public management and administration;</li> <li>• trends in the development of public service and service in local governments;</li> <li>• content and experience in implementing educational programs of the Kyiv-Mohyla school of management, Taras Shevchenko national University of Kyiv; National Academy of public administration and regional institutes;</li> <li>• experience of educational programs of universities participating in the European masters in public administration network consortium;</li> <li>• content of master's programs: Public Administration and organization Theory (Erasmus University Rotterdam); Masters in public administration (Manchester Metropolitan University) Masters in public administration Central European University, School of Public Policy Administration - Public Sector Governance (University of Ljubljana) Master of Public Administration (European Polytechnic University, Bulgaria);</li> <li>• recommendations of the regional group International Institute of Administrative Sciences ( IIAS) - the European Group for Public Administration; the Network of Institutes and Schools of Public Administration in Central and Eastern Europe – NISPAcee .</li> </ul> <p>The results of the analysis of compliance of the planned training results with the needs of the labor market are taken into account.</p>
<b>3 - Suitability of graduates for employment</b>	
<b>Suitability</b>	After graduating from the educational-professional program, graduates can

<b>for employment</b>	<p>work:</p> <ul style="list-style-type: none"> <li>• in positions in central and local government;</li> <li>• in positions in local governments;</li> <li>• positions in the structures of non-governmental subjects of civil society and public organizations;</li> <li>• in managerial positions and positions of specialists at enterprises, institutions and organizations of state and communal forms of ownership;</li> <li>• in managerial and administrative positions in international organizations and their representations in Ukraine</li> </ul>
<b>Further learning</b>	Obtaining education at the third (educational and scientific) level of higher education. Acquisition of additional qualifications in the system of adult education
<b>4 - Teaching and assessment</b>	
<b>Teaching and learning</b>	<p>Student-centered approach to learning based on the principles of academic freedom.</p> <p>Forms of teaching and learning contribute to the achievement of the goals stated in the educational program. Implemented through training with a high level of practical orientation in the form of lectures, practical classes, independent work, research work using elements of distance learning, solving applied problems, project implementation, internships, preparation and defense of master's thesis.</p> <p>Teaching and learning is carried out taking into account the benefits of the information society and the wide range of opportunities for applicants to search, analyze, process, use and disseminate scientific and educational information and knowledge.</p>
<b>Appreciation</b>	According to the results of current and final control (exam, test, current, test control, oral and written examination). Knowledge, skills, abilities are assessed on a three-dimensional scale: 100 - point, ECTS and extended.
<b>5 - Program competencies</b>	
<b>Integral competence</b>	Ability to solve complex problems and problems in the field of public administration and/or in the learning process, which involves research and/or innovation and is characterized by uncertainty of conditions and requirements.
<b>General Competences (GC)</b>	<p>GC 01. Ability to abstract thinking, analysis and synthesis.</p> <p>GC 02. Ability to work in a team, motivate people and move towards a common goal, be a leader, act socially responsible and consciously.</p> <p>GC03. Ability to develop and manage projects.</p> <p>GC04. Ability to improve and develop professional, intellectual and cultural levels.</p> <p>GC05. Ability to make informed decisions and use modern communication technologies.</p> <p>GC06. Ability to communicate professionally in a foreign language.</p> <p>GC07. Ability to generate new ideas (creativity).</p>

<b>Professional competencies of the speciality(PC )</b>	<p>PC01. Ability to establish social interaction, cooperation, prevent and resolve conflicts.</p> <p>PC02. Ability to organise the activities of public management bodies and other public organizations.</p> <p>PC03. Ability to organize analytical and information 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.</p> <p>PC04. Ability to determine indicators of sustainable development at higher, central, regional, local and organizational levels.</p> <p>PC05. Ability to represent public management bodies in relations with other public authorities and local self-government bodies, public organizations, enterprises, institutions and organizations regardless of ownership, citizens and establish effective communication with them.</p> <p>PC06. Ability to carry out professional activities taking into account the needs of national security of Ukraine.</p> <p>PC07. Ability to prepare drafts of regulatory legal acts, analytical references, propositions, reports on your own, to provide expert assessment of regulatory legal acts at different levels of public management.</p> <p>PC08. Ability to develop strategic documents for the development of socio-economic systems at higher, central, regional, local and organizational levels.</p> <p>PC09. Ability to carry out scientific and research activities in the sphere of public management.</p> <p>PC10. Ability to reach substantiated, management decisions taking into account questions connected with European and Euro-Atlantic integration.</p>
<b>6- Programme learning resources</b>	
	<p>LR01. To know theoretical and practical principles of development and analysis of public policy, basics and technologies of management.</p> <p>LR02. To solve complicated problems of public management, taking into account the requirements of the legislation, to find out legal collisions and problems, to devise drafts of regulatory legal acts to eliminate them.</p> <p>LR03. To know the basic principles of national security and to be able to prevent and neutralize challenges and threats to the national interests of Ukraine within the limits of your professional competence.</p> <p>LR04. To use modern static methods and models, digital technologies specialized software to solve difficult problems of public management.</p> <p>LR05. To indentify priority areas of e-government implementation and development of e-democracy.</p> <p>LR06. To carry out effective management of innovations, resources, risks, projects and changes, quality, to apply modern models, approaches and technologies, international experience when you design and implement management and general organizational structures.</p> <p>LR07. To be able to develop national/regional program documents for the development of public management using systems analysis and integrated</p>



	<p>approach as well as teamwork methods.</p> <p>LR08. To be able to communicate effectively, argue your position, use modern information and communication technologies in the sphere of public management of social responsibility, legal and ethical norms.</p> <p>LR09. To communicate in a foreign language on professional topics, discuss public management's problems and research results.</p> <p>LR10. To represent public management bodies and other public organizations and present the results of their activities to specialists and to the general public.</p> <p>LR11. To develop reasonable management decisions taking into account questions of European and Euro-Atlantic integration, targets, existing legislative, time and resource constraints; to assess the political, social, economic and environmental consequences of various decisions.</p> <p>LR12. To plan and carry out scientific and practical researches in the sphere of public management, including problem analysis, setting goals and tasks; selection and use of theoretical and empirical research methods analysis of their results, formulation reasonable conclusions.</p>
<b>7- The resource support of program implementation</b>	
<b>Peopleware</b>	The educational process provides highly qualified scientific and pedagogical workers, among them: doctors of science from public administration, professors; doctors of science from related fields of knowledge, professors, candidates of sciences from related fields of knowledge, docents; candidates of science in related fields of knowledge. The educational process involves practitioners – highly qualified employees of state authorities and local self-government.
<b>Material support</b>	The provision of educational facilities, computer workstations, multimedia and necessary equipment for the educational process meets the needs. At the disposal of applicants: thematic offices; computer classes; multimedia equipment; reading rooms with computer equipment; educational scientific laboratories, university museums; sports halls, playgrounds, and so on.
<b>Information and educational support</b>	The University's library collections consist of a book collection and a collection of periodicals. Full-text access to the database of legal acts is provided. The library operates on the IRBIS LAS platform, namely: «Books», «Periodicals», Access to educational and methodical materials of master's program disciplines is provided via the server.
<b>8-Academic mobility</b>	
<b>National credit mobility</b>	Was signed an agreement with the National Academy of public administration under the President of Ukraine. Opportunity to study at the Dnipro, Lviv, Odessa and Kharkiv regional institutes of public administration of the National Academy of public administration under the President of Ukraine, and other educational institutions that prepare applicants for the specialty 281 «Public management and administration».

<b>International credit mobility</b>	Academic mobility involves the participation of students in the educational process of higher education institutions abroad, passing training or industrial practice, conducting research with the possibility of re-crediting in accordance with the established procedure of mastered academic disciplines, practices, and so on.
<b>Training of foreign applicants of higher education</b>	Training of foreign citizens is possible

## 2. List of the educational-professional / scientific program and their logical sequence

### 2.1. List of EP.

Code of the discipline	Components of the educational program (academic disciplines, course projects (works), practices, qualification work)	Number of credits	The form of the final control
1	2	3	4
<b>Obligatory components</b>			
OC 1.	Public policy	4.0	exam
OC 2.	Constitutional and institutional foundations of public power	4.0	exam
OC 3.	Digital technologies of scientific research in the field of public management and administration	3.0	exam
OC 4.	Methodology and method of scientific research in the field of public management and administration	3.0	test
OC 5.	Law in public management	3.0	exam
OC 6.	HR policy and public service	3.0	exam
OC 7.	Philosophy of science	3.0	test
OC 8.	Foreign language for academic communication	3.0	test
OC 9.	Regional policy and local	4.0	test

	government		
OC 10.	Fundamentals of national security	3.0	exam
OC 11.	Civil protection	3.0	exam
Total amount of obligatory components			36
Selected components			
SC 1.	Educational discipline	4.0	test
SC 2.	Educational discipline	4.0	test
SC 3.	Educational discipline	4.0	test
SC 4.	Educational discipline	4.0	test
SC 5.	Educational discipline	4.0	test
SC 6.	Educational discipline	4.0	test
Total amount of selected components			24
Practical training			
OC 12.	Practice in public authorities	5.0	test
OC13	Practice in local government authorities	3.0	test
OC14	Pre-graduate practice	4.0	
Total amount of practical training			12
OC15	Writing a qualifying work	9.0	
OC16	Examination session	6.0	
OC17	Certification	3.0	
Total amount of the educational program			90

## **2.2. Structural and logical scheme of the educational program (Addition A)**

### **3. Form of certification of applicants for higher education**

Certification is carried out in the form of public defense of the qualification work and a single state qualification exam in the specialty.

Qualification work aims to solve the problem in the field of public administration, which involves research and/or innovation and is characterized by uncertainty of conditions and requirements.

Qualification work is performed in compliance with copyright and should not contain academic plagiarism.

The attestation exam in the form of a single state qualification exam makes it possible to assess the compliance of learning outcomes with the requirements of the standard and meets the organizational requirements for a single state qualification exam, which are established by law.

**4. Matrix of correspondence of program competences to components of the educational program (Addition B);**

**5. Matrix for providing program results (PPR) with the relevant components of the educational program (Addition C).**

Workgroup:

\_\_\_\_\_ Yaremenko O.I.

\_\_\_\_\_ Lazor O.D.

\_\_\_\_\_ Lazor O.Ya.

\_\_\_\_\_ Gerasimyuk K. H.

\_\_\_\_\_ Sitarsky S.M.

\_\_\_\_\_ Yunik I.G.

## Structural and logical scheme of the educational program

Discipline code	Components of the educational program (academic disciplines, course projects (works), practices, qualification work)	Number of credits	Total hours	The form of the final control
1	2	3	4	5
<b>I course, I semester</b>				
CK 1.	Public policy	4,0	120	exam
CK 2.	Constitutional and institutional foundations of public power	4,0	120	exam
CK 3	Digital technologies of scientific research in the field of public administration	3,0	90	test
CK4.	Methodology and methods of scientific research in the field of public administration	3,0	90	test
SK 1.	Selective discipline	4,0	120	test
SK 2.	Selective discipline	4,0	120	test
CK.12	Practice in local governments	3,0	90	test
CK 15	Writing a qualifying work	3,0	90	
	<b>In total for the first semester</b>	<b>28</b>	<b>840</b>	<b>2 exams 5 tests</b>
<b>I course, II semester</b>				
CK 5.	Law in public administration	3,0	90	exam
CK 6.	Personnel policy and public service	3,0	90	exam
CK 7.	Philosophy of science	3,0	90	test
CK 8.	Foreign language for academic communication	3,0	90	test
SK 3.	Selective discipline	4,0	120	test
SK 4.	Selective discipline	4,0	120	test
CK 13	Practice in public authorities	5,0	150	test
CK15	Writing a qualifying work	3,0	90	
	<b>In total for the second semester</b>	<b>28</b>	<b>840</b>	<b>2 exams 5 tests</b>
<b>II course, III semester</b>				
CK9.	Regional policy and government	4,0	120	exam
CK10.	Fundamentals of national security	3,0	90	exam
CK11.	Civil protection	3,0	90	test
SK5.	Selective discipline 4	4,0	120	test
SK 6.	Selective discipline 5	4,0	120	test
CK 14.	Pre-graduate practice	4,0	120	test
CK 15.	Writing a qualifying work	3,0	90	
CK 16.	Examination session	6,0	180	
CK 17.	State attestation	3,0	90	
	<b>In total for the third semester</b>	<b>34</b>	<b>1020</b>	<b>2 exams, 4 tests</b>
<b>In total</b>		<b>90</b>	<b>2700</b>	<b>6 exams, 14 tests</b>

