

3. Educational program

3.1. Profile of the educational program in the specialty 073 "Management" (specialization "Business Management")

Project team leader (guarantor of the educational program - Doctor of Economic Sciences, prof. Zhukovskaya V.M.

1 – General information	
Full name of the institution of higher education and structural subdivision	Kyiv National University of Trade and Economics, Faculty of Economics, Management and Psychology, Department of Management
Degree of higher education and title of qualification in the original language	Higher education master's degree specialty "Management" specialization "Personnel Management"
The official name of the educational program	"Personnel Management"
Type of diploma and scope of educational program	Master's degree, single, 90 ECTS credits, term of study - 1 year 4 months
Availability of accreditation	Certificate of accreditation issued by the Ministry of Education and Science of Ukraine (Ukraine) valid until July 1, 2024 on the basis of the order of the Ministry of Education and Science of Ukraine dated 19.12.2016 № 1565
Cycle / level	NRC of Ukraine - level 8, FQ-EHEA - the second cycle, EQF-LLL - level 7
Prerequisites	- educational degree of higher education - bachelor; - - conditions of admission to the program are regulated by the Rules of admission to KNUTE.
Language (s) of teaching	Ukrainian
Term of the educational program	until July 1, 2024.
Internet address of the permanent placement of the description of the educational program	https://knute.edu.ua
2 – The purpose of the educational program	
Formation modern managerial thinking of future specialists and a system of special knowledge in personnel management, understanding of the conceptual foundations of human resources management, acquisition of skills for making and implementing reasonable personnel decisions in a dynamic environment.	
3 – Characteristics of the educational program	
Subject area (field of knowledge, specialty, specialization)	Field of knowledge 07 "Management and administration" Specialty 073 "Management" Specialization "Personnel Management" Required components of the training cycle -

	33 ECTS credits (36.7%); selective components - 36 ECTS credits (40%); practical training - 9 ECTS credits (10%); certification - 12 ECTS credits (13.3%).
Orientation of the educational program	Fundamental general economic training and orientation focus on practical aspects of using by future specialists modern tools of human resources management in organizations (academic, professional, research).
The main focus of the educational program and specialization	Formation of professional competence in the effective application of the principles of human resources management to ensure the effective functioning and development of organizations of various activities and organizational and legal forms. Keywords: efficiency of social development of personnel, communicative competence, organizational behavior, career management, personnel audit, information technologies in personnel management, intercultural interaction
Features of the program	Combination of theoretical training of students, practice in personnel services of organizations and recruitment companies with research work (including writing articles).
4 – Suitability of graduates for employment and further training	
Suitability for employment	The graduate is able to hold the following positions in accordance with the National Classification of Occupations DK 003: 2010: 1314 Director (manager) of a small trading company. 1232 Director of Human Resources and Life. 1475.4 Manager of administrative activities. 1477.1 Personnel manager. 1496 Social and corporate responsibility manager. 1232 Head of the Personnel Department. 1232 Head of the training department. 2412.2 Career Advisor. 2412.2 Personnel development professional. 2412.2 Evaluator of professional qualification 1232 Head of the Department of Social Development. 1210.1 Head of advanced training courses. 2412.1 Professional. 2419.3 Personnel and Civil Service Specialist. Professions, professional titles of works according to the current edition of International Standard Classification of Occupations 2008 (ISCO-08): 1120 Managing Directors and Chief Executives. 1212 Human Resource managers 1213 Policy and Planning Managers Policy and Planning Managers. 2412 Personnel and Careers Professionals 2412 Personnel and Careers Professionals 2422 Policy Administration Professionals 2424 Training and Staff Development Professionals. Under the conditions of gaining relevant experience one can adapt to the following areas of related professional activities: economic, marketing, foreign economic, educational, research.
Further training	Opportunity to study according to the program of the third cycle

	in this field of knowledge FQ-EHEA, which is consistent with the obtained master's degree or related - in graduate school (educational and scientific) program of higher education 8 level EQF-LLL and 9 level NQF of Ukraine
5 - Teaching and assessment	
Teaching and learning	Student-centered learning with the usage of thematic, problem-based, review, binary, dual lectures, lectures-conferences, including the participation of practitioners, lectures-consultations with presentations, discussions, trainings, moderations, simulation of situations, application of the case-study method with solving real problems, students' implementation of projects commissioned by enterprises, work in small groups, self-study of students, preparation of final qualifying work
Assessment	Current control, written exams, practice, presentations, project work, defense of the final qualifying work. Assessment is carried out in accordance with the "Regulations on the assessment of learning outcomes of students and graduate students" and "Regulations on the organization of the educational process of students" at KNUTE.
6 - Program competencies	
Integral competence	The ability of a person to solve complex tasks and problems in the field of personnel management and / or in the learning process, which involves research and / or implementation of innovations and is characterized by uncertainty of conditions and requirements.
General competencies	GC1. Ability to conduct research at the appropriate level; GC2. Ability to communicate with representatives of other professional groups of different levels (with experts from other fields of knowledge / types of economic activity); GC3. Skills in the use of information and communication technologies; GC4. Ability to motivate people and move towards a common goal; GC5. Ability to act on the basis of ethical considerations (incentives); GC6. Ability to generate new ideas (creativity); GC7. Ability to abstract thinking, analysis and synthesis.
Special (professional, subject) competencies	SC1. Ability to select and use management concepts, methods and tools in accordance with defined objectives and international standards; SC2. Ability to establish values, visions, mission, goals and criteria by which the organization determines further directions of development, to develop and implement appropriate strategies and plans; SC3. Ability for self-development, lifelong learning and effective self-management; SC4. Ability to effectively use and develop the organization's resources; SC5. Ability to create and organize effective communications in the management process; SC6. Ability to form leadership qualities and demonstrate them in the process of managing people; SC7. Ability to develop projects, manage them, show initiative

	<p>and entrepreneurship;</p> <p>SC8. Ability to use psychological technology to work with staff.</p> <p>SC9. Ability to analyze and structure the problems of the organization, make effective management decisions and ensure their implementation;</p> <p>SC10. Ability to manage the organization and its development;</p> <p>SC11. Ability to identify priority areas for social policy in the country and changes caused by labor migration; monitor the personnel needs of the organization, identify and interact effectively through various channels of communication with the labor market;</p> <p>SC12. Ability to protect one's own human and civil rights, create and improve one's own image, set priorities for life and career goals;</p> <p>SC13. Ability to determine the objectives and types of personnel audit, the structure and effectiveness of its costs in the organization;</p> <p>SC14. Ability to reconcile the interests of participants in corporate relations, solve the problem of division of competencies between corporate governance bodies of joint stock companies, make management decisions on corporate social responsibility of business (from the standpoint of interaction with different groups of stakeholders), apply different methodological approaches to corporate governance.</p>
7 – Curriculum learning outcomes	
	<ol style="list-style-type: none"> 1. Critically comprehend, select and use the necessary scientific, methodological and analytical tools for management in unpredictable conditions; 2. Identify problems in the organization and justify methods for solving them; 3. Design effective management systems for organizations; 4. Substantiate and manage projects, generate business ideas; 5. Plan the activities of the organization in strategic and tactical terms; 6. Have the skills to make, justify and ensure the implementation of management decisions in unpredictable conditions, taking into account the requirements of current legislation, ethical considerations and social responsibility; 7. Organize and carry out effective communication within the team, with representatives of various professional groups and in the international context; 8. Use specialized software and information systems to solve management problems of the organization; 9. Be able to communicate in professional and scientific circles in the state and foreign languages; 10. Demonstrate leadership skills and ability to work in a team, interact with people, influence their behavior to solve professional problems; 11. Provide personal professional development and planning of own time. 12. Be able to delegate authority and management of the

	<p>organization (unit);</p> <p>13. Be able to plan and implement information, methodological, material, financial and personnel support of the organization (unit);</p> <p>14. Be able to analyze international labor markets, labor migration, European integration processes and prospects for cooperation with foreign partners on the basis of cross-cultural interaction and ethics of international relations.</p> <p>15. Initiate, develop, implement and evaluate the model of competencies of the organization, the effectiveness of projects for the development and motivation of staff, to develop emotional intelligence.</p> <p>16. Apply methodological tools for assessing personnel processes and diagnostics of human resources of the enterprise; be able to draw up an audit opinion and determine indicators for assessing the effective work of a personnel auditor.</p> <p>17. Apply the principles and rules of corporate governance, resolve corporate conflicts, make management decisions on the principles of corporate social responsibility, determine the effectiveness and quality of corporate governance.</p>
8 – Resource support for program implementation	
Staffing	<p>Graduating and responsible for training is the Department of Management KNUTE. The head of the department and the guarantor of the educational program has the degree of Doctor of Sciences and the academic title of Professor.</p> <p>96% of teachers who provide the process of preparing masters for the educational program "Personnel Management" have a degree and / or academic title.</p> <p>Employment contracts have been concluded with all scientific and pedagogical workers</p>
Logistical support	<p>Provision of premises for training sessions and control activities - 4 m² per person.</p> <p>60% of classrooms are equipped with multimedia equipment.</p> <p>There is a specialized computer class with modern hardware and software resources that provide quality training for bachelors in the educational program.</p> <p>KNUTE infrastructure: libraries, including reading room, food outlets, assembly hall, sports halls, stadium, medical center, dormitories.</p>
Information and educational and methodical support	<p>General scientific and special sources of information on trade management, educational and methodical and monographic literature, information resources of the distance learning system and the Internet.</p> <p>There is access to the databases of scientific periodicals in English of the relevant or related profile (shared use of databases by several educational institutions is allowed).</p> <p>There is an official website of KNUTE, which contains basic information about its activities (structure, licenses and certificates of accreditation, educational / educational-scientific / publishing / certification (scientific staff) activities, educational and scientific structural units and their composition, list of educational disciplines, admission rules, contact information):</p>

	<p>https://www.knute.edu.ua</p> <p>In the Department of support of distance learning KNUTE there are educational and methodical materials on educational disciplinary curriculum: http://dist.knute.edu.ua/</p>
9 – Academic mobility	
National credit mobility	National credit mobility is carried out in accordance with the concluded agreements on academic mobility.
International credit mobility	International credit mobility is realized through the conclusion of agreements on international academic mobility Erasmus + Option K1 / Credit mobility, on double graduation, on long-term international projects involving student training and the issuance of a double diploma, etc.
Training of foreign applicants for higher education	Conditions and features of the educational program in the context of teaching foreign citizens: knowledge of the Ukrainian language at a level not lower than B1.

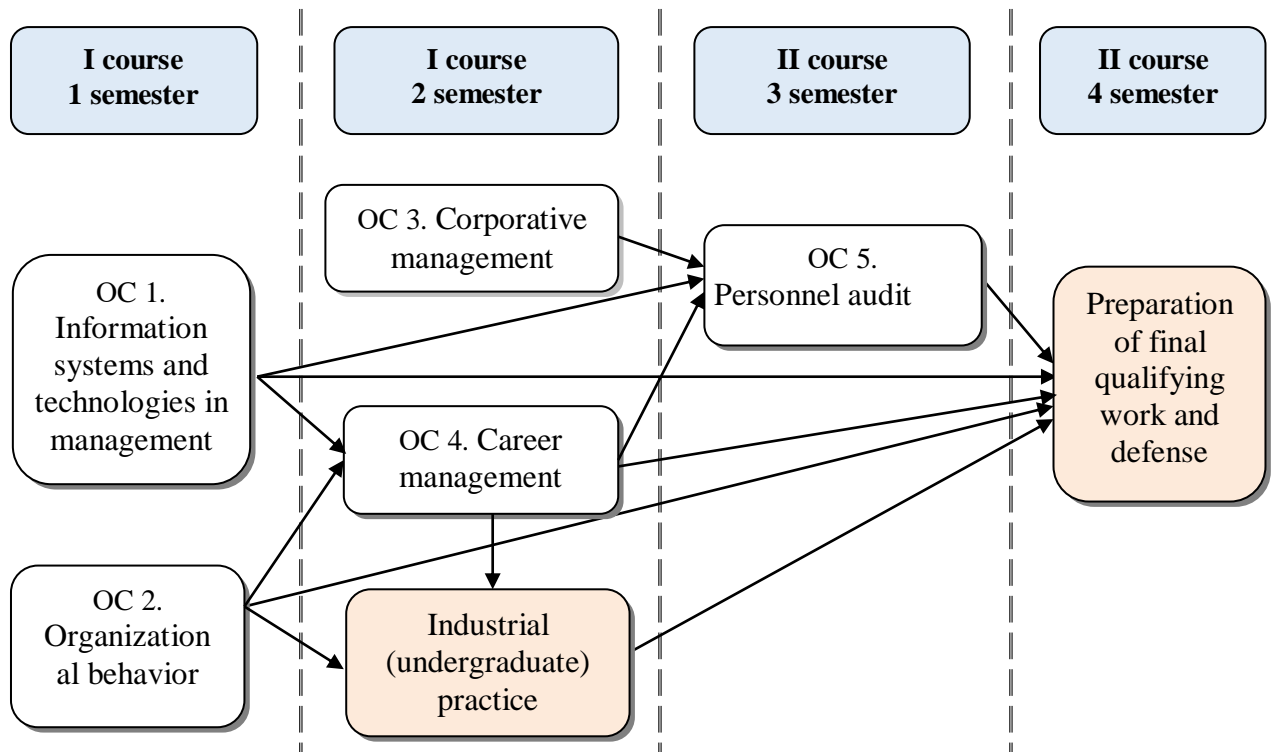
3.2. List of components of the educational program and their logical sequence

3.2.1. List of EP components *

Code of academic discipline	Components of the educational program (academic disciplines, course projects (works), practices, qualifying exam, final qualifying work)	Number of credits
1	2	3
Obligatory EP components		
OC 1	Information systems and technologies in management	6
OC 2	Organizational behavior	6
OC 3	Corporative management	7,5
OC 4	Career management	7,5
OC 5	Personnel audit	6
The total amount of obligatory components		33
Selective EP components		
SC 1.	Administrative management	6
SC 2.	Contract law	6
SC 3.	Innovative development of the enterprise	6
SC 4.	Consulting	6
SC 5.	Corporate law	6
SC 6.	Cross-cultural management	6
SC 7.	International labor law	6
SC 8.	Career psychology	6
SC 9.	Reputation management	6
SC 10.	Social management	6
SC 11.	Change management	6
The total amount of selective components:		36
Practical training		
Industrial (undergraduate) practice		9
Certification		
Preparation of final qualifying work and defense		12
TOTAL VOLUME OF THE EDUCATIONAL PROGRAM		90

* For all components of the educational program, the form of final control is an exam

3.2.2. Structural and logical scheme of the educational program



3.3. Forms of certification of applicants for higher education

Certification is carried out in the form of public defense of the final qualifying work.

The final qualification work should involve solving a complex task or problem in the field of management, a task or problem in the field of management that requires research and / or innovation and is characterized by complexity and uncertainty of conditions, using theories and methods of economics.

The final qualifying work should not contain academic plagiarism, falsification, fabrication.

The final qualifying work must be published on the official website of the higher education institution or its subdivision, or in the repository of the higher education institution.

3.4. Matrix of correspondence of program competences to components of the educational program

Components Competences	OC1	OC2	OC3	OC4	OC5	SC1	SC2	SC3	SC4	SC5	SC6	SC7	SC8	SC9	SC10	SC11
GC1		+	+	+	+					+		+	+		+	+
GC2			+	+	+		+		+	+	+					
GC3	+				+		+	+			+					+
GC4		+				+			+	+		+	+	+		
GC5		+		+	+	+			+				+		+	
GC6		+		+	+	+		+					+			+
GC7	+	+				+		+	+			+	+	+	+	

SC1			+		+	+		+	+		+	+		+	+	+
SC2			+	+		+									+	+
SC3				+												+
SC4		+			+	+		+	+				+			
SC5			+	+	+		+		+		+			+		
SC6				+		+			+							+
SC7				+	+			+							+	+
SC8				+						+	+			+		
SC9			+	+	+	+	+	+	+			+			+	
SC10		+	+			+		+		+			+		+	+
SC11				+											+	
SC12				+												+
SC13		+			+	+							+			
SC14			+			+									+	

3.5. Matrix for providing curriculum learning outcomes with relevant components of the educational program

Components Curriculum learning outcomes	OC1	OC2	OC3	OC4	OC5	SC1	SC2	SC3	SC4	SC5	SC6	SC7	SC8	SC9	SC10	SC11
1		+		+	+	+	+	+	+	+				+	+	+
2			+		+	+		+			+	+		+		
3						+		+							+	
4	+			+				+							+	+
5						+	+	+	+	+						
6			+	+		+	+		+		+				+	+
7		+	+	+		+					+	+		+		+
8	+							+		+			+		+	
9			+		+	+					+	+			+	
10		+	+	+	+	+						+		+	+	+
11		+		+	+									+	+	+
12		+	+			+					+	+	+	+		+
13		+		+	+	+		+			+	+	+	+	+	+
14				+												
15		+			+										+	+
16					+											
17			+											+		