

Ministry of Education and Science of Ukraine  
State Higher Educational Institution  
«Ukrainian State University of Chemical Technology»

Rector of the SHEI USCTU  
\_\_\_\_\_ K. M. Sukhiy  
« \_\_\_\_ » \_\_\_\_\_ 2019 y.

**EDUCATIONAL-PROFESSIONAL PROGRAM**

**Local Self-Government and Regional Development Economics**

(Name of the educational program)

**The first (bachelor's) level**

(name of higher education level)

**Bachelor**

(name of degree to be assigned)

**BRANCH OF KNOWLEDGE** **28 «Public Management and Administration»**

(cipher and name of field of knowledge)

**SPECIALTY**

**281 «Public Management and Administration»**

(code and specialty name)

Approved at the meeting of the  
Academic Council of the SHEI USUTU  
from « \_\_\_\_ » \_\_\_\_\_ 2019 y.  
protocol № \_\_\_\_

Dnipro  
2019

## Letter of approval

### EDUCATIONAL PROFESSIONAL PROGRAM

Educational program	Local Self-Government and Regional Development Economics
Higher education level	The first (bachelor's) level
Branch of knowledge	281 «Public Management and Administration»
Specialty	281 «Public Management and Administration»
<b>"COOKED"</b>	<b>"DEVELOPERS"</b>
The first vice-rector, the head of the scientific and methodical council of the SHEI USUTU  _____ (signature) <u>Zaichuk O.V.</u> (surname and initials)  „_____” _____ 201_ y	Project team leader  _____ (signature) <u>Fedulova S.O.</u> (surname and initials)  „_____” _____ 201_ y.
Начальник ННЦ  _____ (signature) <u>Smotraev R.V.</u> (surname and initials)  „_____” _____ 201_ y.	Члени проектної групи  _____ (signature) <u>Komirna V.V.</u> (surname and initials)  „_____” _____ 201_ y.
Науково-методичний відділ  _____ (signature) <u>Fomenko G.V.</u> (surname and initials)  „_____” _____ 201_ y.	_____ (signature) <u>Dubnytskyi V.I.</u> (surname and initials)  „_____” _____ 201_ y.
Декан економічного факультету  _____ (signature) <u>Chupryna N.M.</u> (surname and initials)  „_____” _____ 201_ y.	
Завідувач кафедри  _____ (signature) <u>Fedulova S.O.</u> (surname and initials)  „_____” _____ 201_ y.	The educational-professional program was granted by the order of the rector №__ from «__» _____ 2019 y.

## 1. PREAMBLE

Educational and professional program "Local Self-Government and Regional Development Economics" of the first (bachelor) level of higher education of the bachelor's degree field of knowledge 28 Public Management and Administration specialty 281 Public Management and Administration is a normative document, developed in accordance with the requirements of the Standard (bachelor's) standard Bachelor Degree Level of Knowledge 28 Public Management and Administration Specialty 281 Public Management and Administration (Approved and Introduced in yu Ministry of Education and Science of Ukraine of 29.10.2018 p. № 1172.).

The educational and professional program is based on the competent approach of training the specialist in the field 28 Public Management and Administration of the specialty 281 Public Management and Administration.

The developers of the educational program are the working group of the Department of Management and Management of Economic Processes of MSU, consisting of:

1. Fedulova S.O. - Doctor of Economics, Assoc. professor;
2. Komirna V.V. - Doctor of Economics, Professor;
3. Dubnytskyi V.I. - Doctor of Economics, Professor;

Educational and professional programs of higher education " Local Self-Government and Regional Development Economics" knowledge industry 28 Public Management and Administration 281 specialty Public Management and Administration first (bachelor) level of higher education approved and enacted by the Order of the Rector of the State Higher Educational Institution "Ukrainian State Chemical University of Technology »by \_\_\_\_\_ 2019 p. № \_\_\_\_\_ in accordance with the decision of the Academic Council of \_\_\_\_\_ 2019 p. Протокол Protocol № \_\_\_\_\_.

## 2. GENERAL CHARACTERISTICS OF THE EDUCATION PROFESSIONAL PROGRAM

<b>1 – General characteristics</b>	
<b>Full name of higher education institution and the structural unit</b>	SHEI "Ukrainian State University of Chemical Technology", Faculty of Economics, Department of Theoretical and Applied Economics
<b>Degree in higher education</b>	The first (bachelor) level
<b>Higher education degree</b>	Bachelor
<b>Branch of knowledge</b>	28 Public Management and Administration
<b>Specialty</b>	281 Public Management and Administration
<b>The official name of the educational program</b>	«Local self-government and regional development economy»
<b>Restrictions on forms of study</b>	None
<b>Educational qualification</b>	Bachelor of Public Management and Administration for Specialization
<b>Qualification in diploma</b>	Higher Education Degree - Bachelor Specialty - Public Management and Administration Local self-government and regional development economics Educational Program
<b>Type of diploma and scope of educational program</b>	Bachelor's Degree, single, 240 ECTS credits based on complete general secondary education. Duration of study 3 years 10 months. On the basis of the Bachelor's Degree (Junior Qualification Level), ECTS credits received under the previous Bachelor's (Junior Specialist) training program should be recognized and recalculated: - in the specialties of knowledge 07 Management and Administration and 051 "Economy" no more than 90 ECTS credits; - in other specialties no more than 60 ECTS credits.
<b>Description of the subject area</b>	<i>Objects of study and / or activity:</i> all areas of Public Management and Administration. <i>Learning Objectives:</i> Training Public Management and Administration professionals able to solve complex specialized tasks and practical problems in Public Management and Administration or in the learning process.

	<p><i>Theoretical content of the subject area:</i> scientific concepts (theories) of Public Management and Administration, management at the national, regional and local levels, administration in all spheres of activity. Methods, techniques and technologies of scientific knowledge, management and decision making, analytical information processing, organizational and technological and legal support, e-government.</p> <p><i>Tools and equipment:</i> information-analytical tools, management decision support systems, specialized software.</p>
<b>Academic rights of graduates</b>	They have the right to continue their studies at the second (master's) level of higher education.
<b>Language (s) of teaching</b>	Ukrainian English
<b>Accreditation period</b>	Certificate validity after initial accreditation - 5 years, after repeated - 10 years.
<b>Cycle / level</b>	HPK of Ukraine - Level 7, FQ-EHEA - First Cycle, EQF-LLL - Level 6
<b>Prerequisites</b>	Complete General Secondary Education, Junior Bachelor's Degree (Junior Professional Education)
<b>2 – The purpose of the educational professional program</b>	
<b>The purpose of the educational and professional program</b>	<p>Provide training of highly qualified specialists in the field of administration and administration, able to solve complex problems of Public Management and Administration to ensure regional development and avoidance, prevention (prevention) and fight against corruption, to ensure the appropriate level of financial and economic security, to carry out original independent scientific researches and carry out scientific and pedagogical activities.</p> <p>Formation of highly skilled and creative specialists in the management of different spheres of activity of economic entities of different sizes and organizational and legal forms in accordance with the needs of the national economy.</p>
<b>3 – Characteristics of the educational and professional program</b>	
<b>Orientation of the program</b>	Educational and vocational program is focused on acquiring in-depth knowledge on the formation of professional competencies, awareness of theoretical and methodological principles of Public Management and Administration, in-depth understanding of governance, substantiation of the main features of the state and clarification of features of public administration at the

	state, regional and local level; improving the efficiency of management; planning and conducting research to improve governance processes in the field of public administration.
<b>The main focus of the program</b>	General management education. The program establishes a fundamental base for mastering the basics of government and municipal institutions, public associations and non-profit organizations, all types of e-government governance resources, information support for government processes in state and non-government institutions, development of new tools and services e-democracy, e-services. The program is aimed at developing professional skills in management and administration in terms of e-governance, development and implementation, effective scientific and organizational management methods and structures, aimed at solving urgent problems of development of regions of Ukraine and the country and society as a whole.
<b>Features of the program</b>	Ensure the effective functioning of business entities, their competitiveness in national and international markets. The program is aimed at deep mastering the fundamental and practical knowledge to ensure the effective functioning of public authorities and local self-government, civil society institutions, public associations, non-profit organizations, international non-governmental organizations, intergovernmental bodies and structures, scientific and educational institutions.
<b>4 – Suitability of graduates for employment</b>	
<b>Suitability for employment</b>	Jobs at enterprises of various forms of ownership, production and non-production sphere, public administration. Work in state and local authorities, civil society institutions, public associations, non-profit organizations, international non-governmental organizations, intergovernmental bodies and structures, scientific and educational institutions. Specialist may hold primary positions (by GC 003: 2010): 1210.1 - "Managers of enterprises, institutions and organizations"; 1229.1 - «Managers of the apparatus of the central bodies of state power»; 1229.3 - «Managers of the apparatus of local

	<p>government bodies»;</p> <p>1229.7 - "Heads of other major divisions in other fields of activity";</p> <p>1477.1 - "Managers (managers) for the selection, provision and use of staff";</p> <p>1483 - "Managers (managers) in the social sphere";</p> <p>1493 - "Managers (managers) of quality systems";</p> <p>2419.3 - Civil Service Professionals;</p> <p>3431 - "Secretaries of administrative bodies";</p> <p>3435.1 - "Organizers of record keeping (state institutions)";</p> <p>3436.1 - "Assistants to the Heads of Enterprises, Institutions and Organizations";</p> <p>3443 - Social Assistance Inspectors;</p> <p>3444 - "Inspectors of licenses";</p> <p>3449 - Other State Inspectors.</p>
<b>5 – Teaching and assessment</b>	
<b>Teaching and assessment</b>	<p>A combination of lectures, practicals and seminars, computer labs, writing course projects or papers, self-study, qualification work.</p> <p>Problem-based, interactive, project-based, information-computer, self-development, collective and integrative, contextual learning technologies.</p>
<b>Evaluation</b>	<p>Oral and written questioning, testing, presentation of scientific work, defense of laboratory, calculation works, coursework, tests, exams.</p>
<b>Evaluation system</b>	<p>Evaluation of students' academic achievement is carried out on a four-point scale - 4-point national scale (excellent, good, satisfactory, unsatisfactory); 2-tier national scale (credited / unlisted); 100 points; ECTS scale (A, B, C, D, E, F, FX).</p>
<b>6 – Resources for program implementation</b>	
<b>Staffing</b>	<p>Developers: 3 Doctors of Sciences, 2 of them are professors. All developers are full-time employees of the State Higher Educational Institution "Ukrainian State University of Chemical Technology"</p> <p>Guarantor of the educational program: Doctor of Economics, Assoc. Fedulova C. O. - Head. Department of Theoretical and Applied Economics.</p> <p>The program involves scientific and pedagogical staff with academic degrees and / or academic titles, as well as highly qualified specialists.</p> <p>In order to improve the professional level, all scientific and pedagogical staff undergo internships once every</p>

	five years, incl. foreign.
<b>Logistical support</b>	<ul style="list-style-type: none"> <li>- educational buildings;</li> <li>- hostels;</li> <li>- thematic classrooms;</li> <li>- specialized laboratories;</li> <li>- computer classes;</li> <li>- food outlets;</li> <li>- wireless internet access points;</li> <li>- multimedia equipment;</li> <li>- sports hall, sports grounds.</li> </ul>
<b>Information and training support</b>	<ul style="list-style-type: none"> <li>- official site of the State Pedagogical University of the UDHTU: <a href="https://udhtu.edu.ua/">https://udhtu.edu.ua/</a>;</li> <li>- wireless internet access points;</li> <li>- unlimited access to the Internet;</li> <li>- scientific library, reading rooms;</li> <li>- corporate mail;</li> <li>- training and work plans;</li> <li>- schedules of the educational process</li> <li>- educational-methodical complexes of disciplines;</li> <li>- educational and work programs of disciplines;</li> <li>- methodological materials for independent and individual work of students in disciplines;</li> <li>- practice programs;</li> <li>- methodical instructions for the implementation of course projects (works), diploma projects (works);</li> <li>- criteria for evaluating the level of training;</li> <li>- packages of complex control works.</li> </ul>
<b>7 – Academic mobility</b>	
<b>National Credit Mobility</b>	Improvement of qualification (internship) of scientific-pedagogical workers in domestic universities-partners

### **3. SCOPE OF THE EDUCATION PROFESSIONAL PROGRAM IN CKTC**

The volume of credits of the educational and professional program "Public Management and Administration" for the first bachelor's degree is:

- on the basis of complete general secondary education - 240 ECTS credits;
- On the basis of the Bachelor's Degree (Junior Professional Education Level), the Higher Education Institution has the right to recognize and recalculate ECTS credits received in the previous Bachelor's (Junior Specialist) training program:
  - in the specialties of knowledge 07 Management and Administration and 051 "Economy" no more than 90 ECTS credits;
  - in other specialties no more than 60 ECTS credits.

A minimum of 50% of the volume of the educational program should be directed to the provision of general and special (professional) competences in the specialty defined by this higher education standard.

### List of components of educational and professional program

№ п/п	Subjects	Credit	hour	Semester	Tetramestr	Final control
<b>1 COMPULSORY PART</b>						
<b>1.1</b>	<b><i>General training cycle</i></b> (generates common competencies)					
1.1.1	Ukrainian language (professional direction)	3	90	4	7,8	ex.
1.1.2	History of Ukraine	3	90	2	4	ex.
1.1.3	History of Ukrainian Culture	3	90	1	2	ex.
1.1.4	Foreign language (in professional orientation)	8	240	1,2	1,2,3,4	ex.
1.1.5	Philosophy and philosophical anthropology	8	240	3	5,6	ex.
1.1.6	Economic theory	6	180	1	1,2	ex.
1.1.7	Micro and macroeconomics	8	240	2,3	3,4,5,6	ex.
1.1.8	History of Economics and Economic Thought	6	180	1	1,2	ex.
1.1.9	Higher and Applied Mathematics	13	390	1,2	1,2,3,4	ex.
1.1.10	Economic-mathematical methods and models	7	210	3,4	5,6,7	ex.
1.1.11	Informatics	6	180	3	5,6	ex.
1.1.12	Physical culture (extracurricular discipline)					
1.1.13	Politology	2	60	7	14	
1.1.14	Jurisprudence	4	120	1	1	test
1.1.15	Chemistry	4	120	2	4	test
1.1.16	Sociology	4	120	6	11,12	ex.
1.1.17	Life Safety	2	60	2	3	test
1.1.18	Basics of labor protection	3	90	8	16	ex.
	<b>TOTAL BY Cycle 1.1</b>	<b>90</b>	<b>2700</b>			
<b>1.2</b>	<b><i>Cycle of professional training</i></b> (forms special (professional) competences)					
1.2.1	International Economics	<b>4</b>	120	5	9,10	ex.
1.2.2	Economics of Labor and Social-Labor Relations	<b>4</b>	120	5	9,10	ex.
1.2.3	Regional economy	<b>4</b>	120	4	7,8	d.test
1.2.4	Accounting	<b>4</b>	120	8	15,16	ex.
1.2.5	Statistics	<b>4</b>	120	6	11,12	ex.
1.2.6	Business of enterprise	<b>12</b>	360	4,5	7,8,9,10	ex.
1.2.7	Management	<b>4</b>	120	4	7	d.test

1.2.8	Regional marketing	4,0	120	5	9, 10	d.test
1.2.9	Finances	<b>4</b>	120	4	7,8	ex.
1.2.10	Money and credit	<b>4</b>	120	6	11,12	ex.
1.2.11	Public Management and Administration	9,0	270	5, 6	9, 10, 11	d.test, ex., CW
1.2.12	Sustainable economic development	4,0	120	6	11	d.test
1.2.13	National Economic Security	4,0	120	5	9, 10	d.test
1.2.14	State and regional government	7,0	210	4	8	CW, экзамен
1.2.15	Local and regional development	4,0	120	7	13	d.test
<b>Practical training</b>						
1.2.16	Technical and economic practice	<b>6</b>	180	6	12	d.test
1.2.17	Settlement and economic practice	<b>3,0</b>	135	8	16	d.test
1.2.18	State attestation	<b>3,0</b>	90	8	16	ex.
1.2.19	Preparation of qualification work and state certification	9,0	270	8		SA
	<b>TOTAL TOGETHER 1.2</b>	<b>90</b>	<b>2700</b>			
	<b>MANDATORY PART WITH TOTAL</b>	<b>180</b>	<b>5400</b>			
<b>2. OPTIONAL PART</b>						
<b>2.2</b>	<b><i>Cycle of professional training</i></b>					
2.2.1	Legal support of the civil service	7,0	210	2	3, 4	d.test
2.2.2	Regional policy and local self-government	6,0	180	7	13, 14	d.test, CW
2.2.3	Information systems in public administration	4,0	120	3	5	d.test
2.2.4	Information resources and services in public administration	4,0	120	3	6	ex.
2.2.5	Forecasting the socio-economic development of the region	5,0	150	7	13, 14	ex.
2.2.6	Anti-corruption activities in the field of governance	6,0	180	8	14, 15	test, ex.
2.2.7	Modeling of financial and economic security of the region	5,0	150	7	13, 14	ex.
2.2.8	Communication in public administration	4,0	120	7	14, 15	test ex.
2.2.9	Macro-financial analysis	5,0	150	5	9	d.test
2.2.10	Regional budget policy	5,0	150	8	15	d.test
2.2.11	EGovernment	4,0	120	7	13, 14	ex.
2.2.12	Management decision-making systems	5,0	150	5	10	ex.
	<b>OPTINAL PART WITH TOTAL</b>	<b>60</b>	<b>1800</b>			

#### 4. LIST OF GRADUATE COMPETENCES

<p><b>Integral competence (IC)</b></p>	<p>IC. Ability to solve complex specialized problems and practical problems in the field of Public Management and Administration or in the learning process, which involves the application of theories and scientific methods in the relevant field and is characterized by the complexity and uncertainty of the conditions.</p>
<p><b>General competencies (GC)</b></p>	<p>GC 1. The ability to learn and master modern knowledge.  GC 2. The ability to exercise their rights and responsibilities as a member of society, to realize the values of civil (free democratic) society and the need for its sustainable development, the rule of law, the rights and freedoms of man and citizen in Ukraine.  GC 3. Ability to preserve and multiply moral, cultural, scientific values and achievements of the society on the basis of understanding of history and patterns of development of the subject area, its place in the general system of knowledge about nature and society and in the development of society, technology and technologies, use different types and forms motor activity for active rest and leading a healthy lifestyle.  GC 4. Ability to be critical and self-critical.  GC 5. The ability to adapt and act in a new situation.  GC 6. The ability to work as a team.  GC 7. The ability to plan and manage time.  GC 8. Ability to identify, ask and solve problems.  GC 9. Ability to search, process and analyze information from different sources.  GC 10. Ability to communicate in the official language, both orally and in writing.  GC 11. Ability to communicate in a foreign language.  GC 12. Interpersonal interaction skills.  GC 13. Ability to communicate with representatives of other professional groups of different levels (with experts in other fields of knowledge / activities).</p>
<p><b>Special (professional) competencies (SC)</b></p>	<p>SC 1. Ability to socially interact, collaborate and resolve conflicts.  SC 2. Ability to provide an adequate level of development and use of management products, services or processes.  CC 3. Ability to enforce regulatory and moral and ethical standards of conduct.  SK 4. Ability to use modern ICT in the process of preparation and implementation of management decisions.  SC 5. Ability to use electronic document management system.  SC 6. The ability to provide information and analytical</p>

	<p>support for management processes using modern information resources and technologies.</p> <p>SC 7. Ability to develop tactical and operational management plans.</p> <p>SC 8. Ability to prepare draft management decisions and implement them.</p> <p>SC 9. Ability to implement innovative technologies.</p> <p>SC 10. Ability to research and search in the field of Public Management and Administration.</p> <p>SC 11. The ability of the working group to carry out applied research in Public Management and Administration.</p>
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## **5. REGULATORY CONTENT OF PREPARATION FOR HIGHER EDUCATION PROVIDERS, FORMULATED IN TERMS OF TRAINING RESULTS**

<b>Training results</b>	<p>TR 1. Use basic knowledge of historical, cultural, political, social, economic principles of society.</p> <p>TR 2. Apply the rules and regulations for professional communication in Ukrainian.</p> <p>TR 3. Be able to communicate orally and in a foreign language.</p> <p>TR 4. Know the structure and features of Public Management and Administration.</p> <p>TR 5. Know the standards, principles and standards of Public Management and Administration.</p> <p>TR 6. Know the basic legal acts and provisions of the legislation in the field of Public Management and Administration.</p> <p>TR 7. Be able to organize and participate in volunteer / cultural / educational / sports projects aimed at forming a healthy lifestyle / active civic position.</p> <p>TR 8. Understand and use technology for making, making and implementing management decisions.</p> <p>TR 9. Know the basics of e-government.</p> <p>TR 10. Be able to use the electronic document management system.</p> <p>TR 11. Be able to search and summarize information, draw conclusions, and formulate recommendations within their remit.</p> <p>TR 12. Be able to establish communication between citizens and public authorities and local self-government.</p> <p>TR 13. Use methods of analysis and evaluation of sustainable development programs.</p> <p>TR 14. Be able to correct professional activity in case of change of initial conditions.</p> <p>TR 15. Apply quality control methods in the field of professional activity.</p> <p>TR 16. Use statistical reporting, accounting and custom research data in professional activities.</p>
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## 6. HIGHER EDUCATION CERTIFICATE FORM

<b>Forms of attestation of applicants for higher education</b>	Certification is carried out in the form of public defense of qualification work and certification examination.
<b>Requirements for qualification work</b>	The qualification work should investigate the problem of Public Management and Administration using theory and scientific management methods. Qualifying work can be free of academic plagiarism, fraud and write-offs. Qualifying work should be posted on the official website or in the repository of the institution of higher education or its unit.
<b>Qualification Exam Requirements</b>	The certification examination should assess the level of achievement of the learning outcomes specified in this standard and the educational program.

Certification ends with the issuance of the document of the established sample on awarding the bachelor's degree with the qualification of the bachelor of Public Management and Administration..

## 7. REQUIREMENTS FOR THE AVAILABILITY OF INTERNAL QUALITY ASSURANCE SYSTEM

In the State Higher Educational Institution "Ukrainian State University of Chemical Technology" in accordance with Art. 16 of the Law of Ukraine "On Higher Education" there is a system of quality assurance of educational activity and quality of higher education (internal quality assurance system), which provides for the following procedures and measures:

1) defining the principles and procedures for quality assurance in higher education:

- Law of Ukraine "On Higher Education" of 01.07.2014 № 1556-VII;
- Provisional provision on the organization of the educational process at the SHEI USUCT (Order of the Rector of the SHEI USUCT dated November 30, 2015, No. 290);
- Regulations on the diploma with honors from the SHEI USUCT (Order of the Rector of the SHEI USUCT dated 25/02/2016, No. 55);
- Regulation on the procedure for the creation and organization of the work of the examination commission at the SHEI USUCT (Order of the Rector dated 01.04.2015, No. 68);
- Regulations on the development of approval and review of working programs of educational disciplines (Order of the Rector of SHEI USUCT dated 01.12.15, No. 291)
- Temporary provision on the system of internal quality assurance of the educational activity of the University and the quality of higher education (Order of the Rector of SHEI USUCT dated 27.02.17, No 52);

2) monitoring and periodic review of educational programs:

annual monitoring of industry and labor market requirements, revision of educational programs, work curricula, work programs of academic disciplines. About approval of the composition of design teams for the development of educational programs (Order of the rector SHEI USUCT dated March 10, 2016, No. 74);

3) annual evaluation of higher education applicants, scientific and pedagogical staff of a higher education institution, and regular publication of the results of such evaluations on the official website of the State Higher Education Institute of UDTU and in any other way:

– Regulations on the organization of rector's quality control of education (Order of the rector SHEI USUCT dated March 17, 2014, No. 78);

4) provision of advanced training of pedagogical, scientific and scientific-pedagogical staff:

– Regulations on the commission of rector's control of pedagogical skills of scientific and pedagogical workers of the university (Order of the rector SHEI USUCT from 04.04.2016 № 85);

– The application rating system performance evaluation of teaching staff SHEE UDHTU (Order of 04.06.2010, the rector. No 209 amended the order dated 09.06.2011 g. No 147);

– The application rating system of evaluation of departments and faculties SHEE UDHTU (Order of 04.06.2010, the rector. No 209);

– Improvement of qualification of scientific and pedagogical workers is carried out in accordance with the provision approved by the order of the Ministry of Education and Science of Ukraine dated 24.01.2013 № 48;

– The provisions on training and teaching and training of teaching staff SHEE UDHTU (Order UDHTU Rector of 05/28/2016 No105).

5) ensuring the availability of the necessary resources to organize the educational process, including the independent work of students, for each educational program;

Educational and methodological, logistical and personnel support of the license conditions (Resolution of the CM dated December 30, 2015 No. 1187) of educational activity. Certificates in areas of training and specialties.

6) ensuring the availability of information systems for effective management of the educational process:

Temporary regulations on the organization of educational process in SHEE UDHTU (Order UDHTU Rector of 30/11/2015 p. No 290) is supported by information-analytical system of control of the educational process, which consists of subsystems "Entrant", "training process".

7) Publicity of information on educational programs, degrees of higher education and qualification:

information on educational programs, higher education degrees and qualifications is publicly available and fully available on the University's official website <https://udhtu.edu.ua/>

8) ensuring academic integrity by MSU employees and higher education applicants, including the establishment and maintenance of an effective system for preventing and detecting academic plagiarism:

verification of completeness of tasks, quality of work as a whole and its verification for plagiarism is carried out by the teacher - the leader of course or diploma work (project) in the established order using the appropriate software.

9) other procedures and measures.

## **8. LIST OF REGULATORY DOCUMENTS BASED ON OPP "LOCAL SELF-GOVERNMENT AND REGIONAL DEVELOPMENT ECONOMICS"**

1. The Law on Higher Education [Electronic resource]. - Access mode: <http://zakon4.rada.gov.ua/laws/show/1556-18>

2. The Law on Education [Electronic resource]. - Access mode: <http://zakon5.rada.gov.ua/laws/show/2145-19>

3. Law of Ukraine of June 7, 2001 No. 2493-III (as of October 11, 2017) "On Service in Local Self-Government Bodies" [Electronic resource]. - Access mode: <http://zakon2.rada.gov.ua/laws/show/2493-14>

4. Law of Ukraine dated December 10, 2015 No. 889-VIII "On Civil Service" (as of January 20, 2018) [Electronic resource]. - Access mode: <http://zakon2.rada.gov.ua/laws/show/889-19>

5. Guidelines for the development of higher education standards: Approved by the Order of the Ministry of Education and Science # 600 of 01.06.2016 as amended on December 21, 2017 №1648 [Electronic resource]. - Access mode: <https://mon.gov.ua/en/osvita/visha-osvita/naukovo-metodichna-rada-ministerstva-osviti-i-nauki-ukrayini/metodichni-rekomendaciyi>

6. National Classifier of Ukraine: "Classifier of professions" DK 003: 2010. - K.: Sotsinform Publishing House, 2010.

7. National Qualifications Framework [Electronic resource]. - Access mode: <http://zakon4.rada.gov.ua/laws/show/1341-2011-p>

8. List of branches of knowledge and specialties [Electronic resource]. - Access mode: <http://zakon4.rada.gov.ua/laws/show/266-2015-p>

9. Higher education standard for the first (bachelor) higher education level, bachelor's degree, branch of knowledge 28 "Public Management and Administration", specialty 281 "Public Management and Administration" (Order of the Ministry of Education and Science of Ukraine dated 29.10.2018 № 1172). [Electronic resource]. - Access mode: <https://mon.gov.ua/storage/app/media/vishcha-osvita/zatverdzeni%20standarty/12/21/281-publichne-upravlinnya-ta-administruvannya-bakalavr.pdf>

Useful links:

1. ESG – [http://ihed.org.ua/images/pdf/standards-andguidelines\\_for\\_qa\\_in\\_the\\_ehea\\_2015.pdf](http://ihed.org.ua/images/pdf/standards-andguidelines_for_qa_in_the_ehea_2015.pdf)

2. ISCED (MCKO) 2011 – <http://www.uis.unesco.org/education/documents/isced2011-en.pdf>

3. ISCED-F (MCKO-Γ) 2013 –  
<http://www.uis.unesco.org/Education/Documents/isced-fields-of-education-training2013.pdf>
4. TUNING (to get acquainted with special (professional) competencies and examples of standards [Electronic resource]. - Access mode:  
<http://www.unideusto.org/tuningeu/>
5. National Glossary 2014 [Electronic resource]. - Access mode:  
[http://ihed.org.ua/images/biblioteka/glossariy\\_Visha\\_osvita\\_2014\\_tempus-office.pdf](http://ihed.org.ua/images/biblioteka/glossariy_Visha_osvita_2014_tempus-office.pdf)
6. Development of the Higher Education Quality Assurance System in Ukraine: An Information and Analytical Review –  
[http://ihed.org.ua/images/biblioteka/Rozvitok\\_sisitemi\\_zabesp\\_yakosti\\_VO\\_UA\\_2015.pdf](http://ihed.org.ua/images/biblioteka/Rozvitok_sisitemi_zabesp_yakosti_VO_UA_2015.pdf)
7. Development of educational programs: guidelines –  
[http://ihed.org.ua/images/biblioteka/rozroblennya\\_osv\\_program\\_2014\\_tempusoffice.pdf](http://ihed.org.ua/images/biblioteka/rozroblennya_osv_program_2014_tempusoffice.pdf)

**Matrix of conformity of the competences defined by the Standard to the  
NRC descriptors**

<b>Competence classification by NQF</b>	<b>Knowledge</b>	<b>Skill</b>	<b>Communication</b>	<b>Autonomy and responsibility</b>
<b>Загальні компетентності</b>				
GC 1. Ability to learn and master modern knowledge.	+	+	+	+
GC 2. Ability to realize their rights and responsibilities as a member of society, to realize the values of civil (free democratic) society and the need for its sustainable development, the rule of law, rights and freedoms of man and citizen in Ukraine.	+	+	+	+
GC 3. Ability to preserve and enhance moral, cultural, scientific values and achievements of the society on the basis of understanding of history and patterns of development of the subject area, its place in the general system of knowledge about nature and society and in the development of society, technology and technology, to use different types and forms of motor activity for active rest and healthy living.	+	+	+	+
GC 4. The ability to be critical and self-critical.	+	+	+	+
GC 5. The ability to adapt and act in a new situation.	+	+	+	+
GC 6. The ability to work as a team.	+	+	+	+
GC 7. Ability to plan and manage time.	+	+	+	+
GC 8. Ability to identify, set and solve problems.	+	+	+	+
GC 9. Ability to search, process and analyze information from various sources.	+	+	+	+
GC 10. Ability to communicate in the state language both verbally and in writing.	+	+	+	+
GC 11. Ability to communicate in a foreign language.	+	+	+	+
GC 12. Interpersonal skills.	+	+	+	+
GC 13. Ability to communicate with representatives of other professional groups of different levels (with experts in other fields of knowledge / activities).	+	+	+	+

<b>Special competencies</b>				
SC 1. Ability to socially interact, collaborate and resolve conflicts.	+	+	+	+
SC 2. Ability to provide an adequate level of development and use of management products, services or processes.	+	+	+	+
SC 3. Ability to enforce legal, moral and ethical standards of conduct.	+	+	+	+
SC 4. Ability to use modern ICT in the process of preparation and implementation of management decisions.	+	+	+	+
SC 5. Ability to use electronic document management system.	+	+	+	+
SC 6. Ability to develop tactical and operational management plans.		+	+	+
SC 7. Ability to carry out information-analytical support of management processes using modern information resources and technologies.	+	+	+	+
SC 8. Ability to prepare draft management decisions and implement them.	+	+	+	+
SC 9. Ability to implement innovative technologies.	+	+	+	+
SC 10. Ability to research and search in the field of Public Management and Administration.	+	+	+	+
SC 11. The ability of the working group to carry out applied research in Public Management and Administration	+	+	+	+

**Matrix of conformity of the learning outcomes and competencies defined by the Standard**

Program learning outcomes	Competencies		
	Integral competence	General Competencies (Numbers)	Special competencies (numbers)
TR. 1. Use basic knowledge of historical, cultural, political, social, economic principles of society development.	+	№ 1, 2, 3, 5, 6, 7, 8	№ 9, 10
TR. 2. Apply the rules and rules of professional communication in Ukrainian.	+	№ 10, 12, 13	№ 1, 3
TR. 3. Be able to communicate orally and in a foreign language.	+	№ 8, 10, 11, 13	№ 9
TR. 4. To know the structure and peculiarities of functioning of the sphere of Public Management and Administration.	+	№ 5, 6, 7, 8	№ 2
TR. 5. To know the standards, principles and norms of activity in the field of Public Management and Administration.	+	№ 6, 7, 9	№ 3, 7, 11
TR. 6. To know the basic normative legal acts and provisions of the legislation in the field of Public Management and Administration.	+	№ 2, 3, 5	№ 3, 7, 11
TR. 7. Be able to organize and participate in volunteer / cultural / sports projects aimed at building a healthy lifestyle / active civic position	+	№ 3, 11, 12, 13	№ 1, 3
TR. 8. Understand and use technology for making, making and implementing management decisions.	+	№ 4, 5, 6, 7, 8, 12, 13	№ 1, 2, 4, 6, 7, 11
TR. 9. Know the basics of e-government	+	№ 2, 8, 9	№ 4, 5, 7, 8, 11
TR. 10. Be able to use the electronic document management system.	+	№ 7, 8, 9	№ 4, 5, 7, 8
TR. 11. Be able to search and summarize information, draw conclusions and formulate recommendations within their area of competence	+	№ 9, 10, 11, 13	№ 1, 5, 7, 10, 11
TR. 12. Be able to establish	+	№ 2, 8, 11,	№ 1, 3, 11

communication between citizens and public authorities and local self-government.		12, 13	
TR. 13. Use methods of analysis and evaluation of sustainable development programs.	+	№ 2, 4	№ 7
TR. 14. Be able to correct professional activity in case of change of initial conditions.	+	№ 2, 4, 5, 7, 8, 13	№ 1, 9
TR. 15. Apply quality control methods in the field of professional activity.	+	№ 4, 8	№ 2
TR. 16. Use statistical reporting, accounting, and custom research data in professional activities.	+	№ 1, 9	№ 10, 11