

BORYS GRINCHENKO KYIV UNIVERSITY

«APPROVED»

Decision of the Academic Council,
Borys Grinchenko Kyiv University

25 May 2017, Protocol No.5

The Head of the Academic Council, Rector
Viktor Ogneviuk

Programme of Study

073.00.02 Management of Educational Institution (by type) Level Two (Master) of higher education

Field of Knowledge: **07 Management and Administration**
Speciality: **073 Management**
Qualifications: **Master of Management**

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

Kyiv – 2017

LETTER OF APPROVAL
Programme of Study (Vocational)

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

The Head of the Chair _____ Valentina Gladkova

The Academic Council of the Faculty of Information Technology and Management
Protocol No. 7, 19 April 2017

The Head of the Academic Council _____ Alla Mihatska

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

Vice-Rector on SMC and educational work _____ Oleksii Zhylytsov

Vice-rector for research

The Head _____ Nataliia Vinnikova
_____ 2017

PREAMBLE

The programme of study (vocational) complies with the Law of Ukraine "On Higher Education", 01.07.2015, No.1556-VII, and the Draft of the Standard for Higher Education of Ukraine in the field of knowledge 073 Management for Level Two (Master) of higher education by the project group:

Hladkova, Valentyna, Doctor of Pedagogical Sciences, Professor, Professor of the Chair of Management of Boris Grinchenko Kyiv University

Mykhatska, Alla, Candidate of Pedagogical Sciences, Associate Professor of the Chair of Management, Dean of the Faculty of Information Technologies and Management of Boris Grinchenko Kyiv University

Panchenko, Alla, Candidate of Economic Sciences, Associate Professor, Chair of Management of Boris Grinchenko Kyiv University

External Reviewers:

Halus, Oleksandr, Doctor of Pedagogical Sciences, Professor, Vice-rector for Scientific Work of Khmelnytsky Humanitarian Pedagogical Academy

*Onats, Olena, candidate of pedagogical sciences
President of the Association of School Principals of Ukraine*

Reviews of the Representatives of Professional Associations/Employers:

Fedunova, Tatiana, Director of the specialized school I-III stages with in-depth study of the English language № 85 Kyiv, Chairman of the Association of heads of educational institutions of Kiev

Proskura, Oksana, Director of Kyiv gymnasium of Oriental languages № 1

Actualized:

Date of Review of the PS /Amendments to PS			
Signature: _____			
PS Guarantor			

I. PROFILE OF THE PROGRAMME OF STUDY (VOCATIONAL) MANAGEMENT

1 - General information	
The full name of the higher education institution and the structural unit	Boris Grinchenko Kyiv University Faculty of information technology and management
Degree of higher education and name of qualification	Higher education level: master's degree Specialty: 073 «Management» Educational-professional program: 073.00.02 «Management of educational institution (by types)» Qualification: head of educational institution (by type)
Official name of the programme of study	073.00.02 «Management of educational institution (by types)»
Type of diploma and term of study according to the programme	90 credits ECTS Master degree, unitary term of study: 1 year 4 months
Availability of accreditation	National Agency for Quality Assurance in Higher Education of Ukraine. Application deadline for accreditation - 2018
Cycle / Level	Level Two (Master) /Level 8 of the National Qualification Framework of Ukraine, FQ-EHEA – Cycle II, EQF-LLL – Level 7
The education level required to commence study under the programme	Availability of master's degree or educational qualification level «Specialist»
Language (s) of teaching	Ukrainian
Validity of the programme of study	2022
Internet address of the permanent placement of the description of the programme of study	http://kubg.edu.ua/
2 - The purpose of the programme of study (vocational)	
<p>* Provide students with in-depth training in the management of educational institution.</p> <p>* To develop the competencies necessary for the implementation of expertise in the field of education and the introduction of innovations in educational institutions.</p>	
3 - Characteristics of the programme of study	
Subject area	<p><i>Field of knowledge: 07 "Management and administration".</i></p> <p><i>Specialty: 073 "Management".</i></p> <p><i>Specializations: "Management of innovative development of educational institution", "Expertise in the field of education".</i></p>
Orientation of the programme of	Vocational

study	
The main focus of the programme of study	Emphasis on a broad overview and deep knowledge of the theory and practice of educational institution management; the ability to understand the critical transformation of modernity.
Specific features of the programme	Applied focus on the management of innovative development of modern educational institutions (preschool, secondary, extracurricular), as well as specialization in the direction of "Expertise in the field of education."
4 - Eligibility of graduates to employment and further studying	
Employment	The ability of the office of head of the institution of education (preschool, secondary, out-of-school).
Further learning	Opportunity to study on programs of preparation of Doctor of Philosophy and Doctor of Sciences in the specialty "Theory and Methodology of Management of Education".
5 – Teaching and assessment	
Teaching and learning	Student-centered learning, practice-oriented learning based on research. Teaching is conducted in the form of: combined and multimedia lectures, trainings, practical classes in educational institutions. There is an independent work with the use of distance learning, on-line consultations. During the second year of study provides pre-diploma practice and performance of master's work.
Assessment	Written and oral examinations, reports on practice, a complex examination in proficient foreign language communication, public defense of the diploma project.

6 - Programme competencies

Integral competence Abilities to solve complex theoretical and practical tasks and problems performing professional activity in the field of international relations, foreign policy, international communications and regional studies, or in the process of study including research and/or innovation under uncertainty of conditions and requirements.

1. General competencies (GC)

- GC 1 The ability to comprehensively solve the problem. Ability to identify the essence of problems in the educational sphere, to find adequate ways to solve them; possession of a systematic, holistic approach to the analysis and assessment of the situation.
- GC 2 Critical thinking. The ability to analyze, verify, evaluate the completeness and reliability of information in the course of professional activities, if necessary, to Supplement and synthesize the missing information.
- GC 3 Creativity. Producing new ideas, creative approach to their implementation; ability to innovate.
- GC 4 People management. Ability to take initiative and exercise leadership functions in the team to achieve a common goal; ability to manage projects, organize teamwork, formulate goals, make and implement management decisions; evaluate and ensure the effectiveness of collective labor; ability to manage the strategic development of the team in the process of professional

- activity; ability to act in a balanced and responsible manner in risk situations.
- GC 5 Coordination with others. Ability and willingness to carry out collective projects, to take responsibility for the performance of the work of a separate group; the ability of business constructive communication.
- GC 6 Communication. Ability to written and oral communication in Ukrainian and at least one of the most common European languages; ability to Express themselves clearly, to be convinced; skills of interpersonal relations; skills of effective use of modern communication technologies.
- GC 7 Emotional intelligence. Awareness of one's own emotional state, self-control and self-regulation; self-respect and confidence; ability to overcome difficulties, stress resistance; General optimistic attitude, initiative, mood for a positive result.
- GC 8 Cognitive flexibility. The ability to acquire new knowledge and skills and integrate them with existing ones; the ability to analyze the phenomenon, situation, problem, taking into account various factors; the ability to adapt thinking to solve problems in changed conditions or unusual situations (risk situations).
- GC 9 Focus on high results. The need to deliver quality work; ability to plan the stages and progress of work, assess and ensure the quality of work performed, to present the results and justify proposed solutions to current scientific and professional level.
- GC 10 The wording of the judgment and decision-making. Ability to be guided in different views on a problem and ways of its decision, to formulate own opinion; to be able to formulate a task, reasonably to choose optimum ways of the decision, to analyze and comprehend the received result, convincingly to represent it.

2. Professional competence (PC)

PC 1	Methodology. Knowledge of the theory of management, philosophy of education, modern practices of educational institutions.
PC 2	Analysis of normative documents. Knowledge of educational legal documents.
PC 3	Basic General knowledge. Possess General basic knowledge: the content of education, the activities of each employee of the school; orientation in the content of educational reforms.
PC 4	Application of pedagogical experience in practice, performance of all functions of administrative activity, ability to apply personal qualities for constructive influence on activity of collective.
PC 5	Information management. Ability to identify, access, analyze and combine information from different sources, documents and texts.
PC 6	Knowledge of age, pedagogical, social, gender psychology, conflictology, management psychology.
PC 7	Knowledge of resources: laws of social interaction, norms of legal relations, knowledge of laws and legal norms of inclusive education.
PC 8	The ability to develop and analyze strategies and tactics of propaganda, PR and image ability of the head to carry out economic activity of an institution, to forecast the long-term plan of development of an institution, to exercise control of financial and economic calculations, in particular for ensuring the corresponding requirements of availability for persons with special educational needs in premises of educational institutions according to

	construction norms and standards.
PC 9	Self-education and professional development. Ability to self-education and professional development in the field of education on the basis of innovative approaches.
PC 10	Application of knowledge in practice. Use information to ensure the functioning and development of the educational environment.
PC 11	The ability to exercise initiative and leadership functions. To cooperate with the inclusive resource centers to ensure the right to education and the implementation of psychological and pedagogical support for families with children with special educational needs.
PC 12	Business constructive communication. The ability and willingness to involve children with special educational needs in the implementation of collective projects; to form their willingness to take responsibility for the performance of the work of a separate group; to develop the ability of business constructive communication with peers and adults.

7 – Programme learning outcomes

PLO 1	The ability to formulate and improve an important research task, to solve it, to collect the necessary information and to formulate conclusions that can be protected in the scientific and practical context.
PLO 2	Awareness and compliance with scientific standards on the accuracy and volume of localized documentation used and cited in the tasks and in the final thesis.
PLO 3	Ability to work productively in a group, playing a leading role in individual cases, presiding over debates and discussions. Ability to present written texts and make presentations.
PLO 4	The ability to choose a specialization, plan and complete a master's thesis, and use the acquired competencies to prepare and execute a research plan according to a specific time frame.
PLO 5	The ability to analyze documents, interpret and contextualize them correctly in work, written reports and resulting documentation.
PLO 6	Knowledge and understanding of the limits of application of management theories, methods, tools.
PLO 7	The ability to use ICT resources in a scientific way, using high standards of text analysis of electronic sources.
PLO 8	The ability to work effectively in groups to localize, obtain and process data to solve research problems and take responsibility for the organization of work periods.

8 - Resource support for the implementation of the program	
Staffing	Staffing of the educational program consists of the teaching staff of the departments of the Faculty of information technology and management. The practice-oriented nature of the educational and professional program involves a wide participation of practitioners corresponding to the direction of the program, which enhances the synergetic relationship of theoretical and p The head of the project group and the teaching staff, which ensures its implementation, meets the requirements defined by the License conditions for the implementation of educational activities of educational institutions.ractical training.
Material and technical support	Computer classes specially equipped with hardware software, visual and methodological materials: laboratory of embedded systems and 3D modeling, center of modeling and programming, center of educational technologies, laboratory of computer networks.
Information and educational and methodological support	Library electronic resources, electronic scientific editions, electronic training courses with the possibility of distance learning and independent work, cloud services.
9 - Academic mobility	
National credit mobility	
International credit mobility	
Training of foreign applicants for higher education	

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

Component Code	Code (acad. disc., pr., assess.)	Components of the Programme of Study (academic discipline, practice, degree paper)	Credits ECTS	The Form of the Final Control
1	2	3	4	5
Compulsory components of PS				
CC 1	ОДФ.01	Educology	4	Credit
CC 2	ОДФ.02	Theory of Management	5	Exam
CC 3	ОДФ.03	Psychology of Management	4	Credit
CC 4	ОДФ.04	Research methodology	4	Credit
CC 5	ОДФ.05	Personnel management	5	Exam
		1. Head of EI	2	Exam
		2. Human resources management and leadership development	3	
CC 6	ОДФ.06	Legal Aspects of Management (CEI, GEI, OSEI)	4	Credit
CC 7	ОДФ.07	Management Technology (CEI, GEI, OSEI)	4	Credit
CC 8	ОДФ.08	Management of Training and Education Activity (CEI, GEI, OSEI)	8	Exam
CC 9	ОДФ.09	Education Technology (CEI, GEI, OSEI)	4	Credit
CC 10	ОДФ.10	Management of Financial and Economic Activity (CEI, GEI, OSEI)	5	Exam
CC 11	ОДФ.11	Information Communication Management (CEI, GEI, OSEI)	4	Credit
CC 12	ОДФ.12	Audit and Evaluation in Management (CEI, GEI, OSEI)	4	Credit
CC 13	ОП.01	Pre-diploma Practice	6	Credit
CC 14	ОА.01	Defence of the Master Thesis	6	-
Total amount of the compulsory components:			67	
Optional components of EP				
OC 1.1	ВДС.1.1	The essence and content of expert activities in the field of education	4	Credit
OC 1.2	ВДС.1.2	Legal and regulatory framework of expert activities in the field of education	5	Credit
OC 1.3	ВДС.1.3	Business communication in the management of the school	5	Credit
OC 1.4	ВДС.1.4	Quality of education, educational innovations and expert support of their provision	5	Credit
OC 1.5	ВДС.1.5	Educology	4	
OC 2				
OC 2.1	ВДС.2.1	Self-management	4	Credits
OC 2.2	ВДС.2.2	International experience in EI management (by types)	5	Credit
OC 2.3	ВДС.2.3	Technology for innovation development of EI	5	Credit
OC 2.4	ВДС.2.4	Business communication in the management of the school	5	Credit
OC 2.5	ВДС.2.5	Quality management of education of EI	4	Credit
Total amount of the optional components			23	
TOTAL AMOUNT OF THE PROGRAMME OF STUDY			90	

2.1 Structural Logical Scheme of the Programme of Study Management

1 semester	2 semester		3 semester		
Educology 4 ECTS	Research methodology 4 ECTS	Specialization "Expertise in the field of education» Legal and regulatory framework of expert activities in the field of education 5 ECTS	The essence and content of expert activities in the field of education 4 ECTS		
Theory of Management 5 ECTS	Management Technology (CEI, GEI, OSEI) 4 ECTS		Educational innovation and comparative studies of the functioning of educational systems		
Legal Aspects of Management (CEI, GEI, OSEI) 4 ECTS	Management of Financial and Economic Activity (CEI, GEI, OSEI) 5 ECTS		Quality of education, educational innovation and expertise 5 ECTS		
Psychology of Management 4 ECTS	Personnel management 5 ECTS Head of EI 2 ECTS Human resources management and leadership development 3 ECTS		Educology 4 ECTS		
Management of Training and Education Activity (CEI, GEI, OSEI) 8 ECTS	Education Technology (CEI, GEI, OSEI) 4 ECTS	Self-management 4 ECTS			
Information Communication Management (CEI, GEI, OSEI) 4 ECTS	Audit and evaluation 4 ECTS	Technology for innovation development of EI 5 ECTS			
		Business communication in the management of the school 5 ECTS			
		Quality management of education of EI 4 ECTS			

III. Form of Attestation of Higher Educational Learners

The graduate students majoring in 073 Management get attestation in the form of degree paper defense, and they are given the document of the state standard issued to confirm that they are awarded with the degree and education qualification of: "Head of educational institution" on specialization "Expertise in the field of education" / "Management of innovative development of EI".

The attestation is performed openly and publicly.

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

Abbr. programme learning outcomes and programme components	~	~	~	~	~	~	~	~	~	~	CC 12	CC 13	CC 14	~	~	~	~	~	~	~	~	~	
PLO 1	•		•	•	•	•				•	•	•	•	•	•	•					•	•	•
PLO 2	•	•		•	•	•	•		•			•	•	•	•	•						•	•
PLO 3	•	•	•		•		•	•					•			•		•	•	•	•		
PLO 4			•	•							•	•	•					•	•				
PLO 5	•	•	•	•		•	•	•		•		•	•	•	•	•		•			•	•	•
PLO 6		•	•	•					•				•										
PLO 7	•	•			•		•	•	•	•	•	•	•						•				
PLO 8			•		•									•	•	•	•	•		•	•	•	•

