

**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
RIVNE STATE UNIVERSITY FOR THE HUMANITIES**

**EDUCATION PROGRAM
«Educational establishment management»
Second level of higher education
speciality 073 Management
field of knowledge 07 Management and administration
qualification: Master's degree in management**

APPROVED BY ACADEMIC BOARD

Head of Academic Board

_____ / **Prof. Postolovskyi R.M./**

(Minutes as of February 20)

Education Program was enacted

on 1 September 2021

acting rector _____ / prof. O. M. Nemesh/

(order № _____ on _____ 20__)

EDUCATION PROGRAM APPROVAL
«Educational establishment management»

LEVEL OF HIGHER EDUCATION Second

DEGREE Master's

FIELD OF KNOWLEDGE 07 Management and administration

SPECIALITY 073 Management

QUALIFICATION Master's degree in management

Program developers:

Pelekh Y. V., Doctor of Education, Professor in the Department for pedagogy, educational management and social work

(signature)

Savchenko O. R., PhD in Economics; Associate Professor in the Department for management

(signature)

Danyliuk K. V., PhD in Administration; lecturer in the Department for pedagogy, educational management and social work

(signature)

INTRODUCED:

By Department for pedagogy, educational management and social work

Minutes # 9 as of November 4, 2020

Head of Department Prof. I. V. Malafiyik

AGREED

By scientific methodical commission of Faculty for Sciences and Psychology

Minutes #5 as of January 12, 2020

Head of SMC _____ associate professor I. O. Siaska

Dean _____ associate professor V. R. Pavelkiv

University Head of SMC _____ prof. I. S. Voitovych

PREFACE

The education program regulates normative, competence, qualification, organization, education, and methodology requirements for the master of science program, 073 specialty “Management”, field 07 “Management and administration”.

The education program was developed on the basis of the Law of Ukraine on Higher Education for 073 “Management”, field 07 “Management and administration”, second level, (Master’s). Resolution of the Cabinet of Ministers of Ukraine No. 959 dated 10.07.2019.

Program developers:

1. Pelekh Y. V., Doctor of Education, Professor in the Department for pedagogy, educational management and social work
2. Savchenko O. R., PhD in Economics; Associate Professor in the Department for management
3. Danyliuk K. V., PhD in Administration; lecturer in the Department for pedagogy, educational management and social work

Rreviewer: Frolenkova Hadiya Anatoliyivna – PhD in Economics; Associate Professor in the Department for management in The National University of Water and Environmental Engineering.

Stakeholders’ reviews:

1. Nabochuk O. Y. – adviser to the head of administration of the Rivne region, PhD in Psychology;
2. Havlitina T. M. – pro-rector for scientific and pedagogical work Rivne regional institute for post-graduate pedagogical education, PhD in Pedagogy, associate Associate Professor in the Department for Philosophy, Economics and management of education, a high-achiever of education in Ukraine.
3. Vetrov I. V. – head of the Rivne regional center for the Ukrainian community organization “Prosvita” named by Taras Shevchenko

1. Profile of Program for specialty 073 Management

1 – General information	
Full name of higher education institution and subdivision	Rivne State University for the Humanities, Faculty for Sciences and Psychology, the Department for pedagogy, educational management and social work
Type of degree and qualification title in original	Qualification: Master's in management Qualification in diploma: Degree – Master's Specialty – Management Education program – «Educational establishment management»
The official title of the education program	«Educational establishment management»
Type of diploma and the volume of education program	Master's Degree, single; 90 ECTS credits, study term – 1 year 4 months
Accreditation	Accreditation certificate for specialty 073 management (series HD №1889795 on the 09.10.2017, expired date 01.07.2021).
Cycle / Level	NRC Ukraine - 7th level, FQ-EHEA - second cycle, EQF-LLL – 7th level
Preconditions	First (Bachelor's), second (Master's), EQL «specialist»
Language(s) for teaching	Ukrainian
Duration of the educational program	All the period of study
Internet address of the permanent posting of the description of the educational and scientific program	https://www.rshu.edu.ua/navchannia/osvitni-prohramy/mahistr
2 – Aim of the education program	
Training of highly qualified specialists which are able to identify and solve complicated tasks in education management area or in the process of learning, focused on holding research and innovation completion and characterized by uncertainty for conditions and demands.	
3 - Characteristics of the education program	
Subject area (field of education, specialty)	Field of Knowledge: 07 Management and administration Specialty: 073 Management Object of study and activity: management of educational organizations and their subdivisions. Learning objectives: training specialists, who are able to identify and solve complicated tasks and problems in the education management area or in the process of study, focused on holding research and innovation completion and characterized by uncertainty for conditions and demands. Theoretical content of the subject area includes: - paradigms, laws, patterns, - principles, historical background for education management development; - concepts of systematic, situational, adapting, antisipative, anti-crises, innovative, project management etc.; - functions, methods, technologies and management decisions for education Methods, techniques and technologies: - general scientific and specific methods for research (calculation and

	<p>analytical, economic and statistical, mathematical, expert evaluation, factual, sociological, documentary, balance, etc.);</p> <ul style="list-style-type: none"> - methods for realization of management functions in education (methods of marketing researches; methods of economic diagnostics; methods of forecasting and planning; methods for designing of organizational structures for management; methods for motivation; methods of control; assessment methods of social, organizational and economic efficiency in management, etc.). - management methods (administrative, economic, socio-psychological, technological); - technologies for substantiation of management decisions (economic analysis, simulation modeling, decision tree, etc.). <p>Tools and equipment: modern information and communication equipment, information systems and software products used in management.</p>
Orientation of the education program	Educational and training
The main focus of the education program and specialization	<p>Specialized education in 07 Management and administration specialty 073 Management.</p> <p>Special education in the field of theory and practice of educational institution management. The program provides mastering of knowledge in modern methods of management, taking administrative decisions, planning of the organization activity, methods of ensuring organization competitiveness, effective methods for motivation in education management.</p> <p>Key words: management, management activities, personnel management, educational technologies, innovations, project management, theory and practice of management for educational institutions.</p>
Specific features and differences of the program	<p>The program focuses on the practical mastery of management skills in educational establishments, educational organizations and institutions; formation of leaders with a new promising way of thinking, being able not only to use existing methods for management and administration, but also to develop new ones based on modern scientific research. Performed in an active professional environment.</p>
4 – Eligibility of postgraduates for employment and their further training	
Eligibility for employment	<p>According to the current edition of the National Classifier of Ukraine: Classification of occupations (CO 003: 2010), a graduate can be employed in positions with the following professional job titles:</p> <p>148 Managers in Education.</p> <p>1210.1 Managers of enterprises, institutions and organizations:</p> <ul style="list-style-type: none"> - principal of vocational, scientific and educational institution (vocational school etc.); - director (rector, chairman) of a higher educational institution (technical school, college, institute, academy, university, etc.); - director of an educational institution (secondary school, specialized school, gymnasium, boarding school, etc.); - director of an out-of-school institution.
Further education	<p>Have the opportunity to continue their study at the third (educational and scientific) level of higher education - Doctor of Philosophy. Acquisition of additional qualifications in the system of postgraduate education.</p>
5 – Teaching and assessment	
Teaching and learning	Focused on the student, problem-oriented learning with elements of

	self-learning with such methods and technologies as: collection, processing and interpretation of research results; skills of research and production, design, organization and management activities.
Assessment	Oral and written exams, credit tests, training reports, presentations, project work, tests, defending thesis.
6 – Program competences	
Integral competence	Ability to solve complex tasks and problems in the field of education management or in the learning process, involving research and innovation under uncertain conditions and requirements.
General competences (GC)	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. The ability to motivate people and move towards a common goal. GC5. The ability to act on the basis of ethical considerations (motives), being socially responsible and conscious. GC6. Ability to generate new ideas (creativity). GC7. Ability to abstract thinking, analysis and synthesis.
Special (professional) competencies	SC1. Ability to select and use management concepts, methods and tools, including in accordance with defined objectives and international standards. SC2. Ability to set values, visions, mission, goals and criteria, with a help of 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 use and develop the organization's resources effectively. 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 and entrepreneurship. SC8. Ability to use psychological technologies working with staff. SC9. Ability to analyze and structure the problems of the organization, make effective management decisions and ensure their implementation. SC10. Ability to manage the organization and its development. SC11. Ability to adapt and act in new situations and critical conditions. SC12. Ability to explore and identify problem, as well as identify limits, including those which are related to sustainable development, health, safety and risk assessments.
7 – Program learning outcomes	
	1. Thinking critically, select and use the necessary scientific, methodological and analytical tools for management in unpredictable conditions. 2. Identify problems in the organization and substantiate 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 sections. 6. Have the skills to make, substantiate and ensure the implementation of management decisions in unpredictable conditions, taking into account the requirements of applicable law, ethical considerations and

	<p>social responsibility.</p> <p>7. Organize and carry out effective communication within the team, with representatives of various professional groups and in the international context.</p> <p>8. Use specialized software and information systems to solve management problems of the organization.</p> <p>9. Be able to communicate in professional and scientific circles in the native and foreign languages.</p> <p>10. Demonstrate leadership skills and ability to work in a team, interact with people, influence their behavior to solve professional problems.</p> <p>11. Provide personal professional development and planning your own time.</p> <p>12. Be able to delegate authority and management of the 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. Use of knowledge in psychology for solving management problems in education.</p> <p>15. Be able to form an effective system of labor relations, manage staff in accordance with applicable law and ethics of business communication, create conditions for the development of staff of the educational institution.</p> <p>16. Be able to make decisions and be responsible for them.</p>
8 – Resource provision the program implementation	
Specific characteristics of staffing	The scientific level of qualification of the teaching staff that ensure the implementation of the educational program meets state requirements.
Characteristics of technical support	The educational process is supported by logistics throughout the training cycle of the educational program. The condition of the premises is certified by sanitary and technical passports that comply with existing regulations.
Informational, educational and methodological provision	Use of the informational education environment of Rivne State University for the Humanities and authorial developments of the teaching staff.
9 – Academic mobility	
National Credit Mobility	Based on the bilateral agreements between the Rivne State University for the Humanities and other higher educational establishments and scientific institutions of Ukraine.
International Credit Mobility	Based on the bilateral agreements between the Rivne State University for the Humanities and foreign higher educational establishments and scientific institutions.
Training of foreign applicants to higher education	Possible

2. The list of components of the educational-professional program and their logical sequence

2.1. The list of components of EP

Code e/d	Components of the educational program (academic disciplines, course projects) practice, qualification work.	Number of credits	Form of final control
1	2	3	4
Required components EP			
RC01.	Methodology and organization of scientific research	3	Credit
RC 02.	Management of educational activities and quality of education	3	Exam
RC 03.	Management psychology	3	Credit
RC 04.	Foreign language in professional activities	5	Exam
RC 05.	Computer and information technologies in education and science	3	Credit
RC 06.	Head of educational institution and management techniques	3	Credit
RC 07.	Strategic management	4	Exam
RC 08.	Personnel management	3	Exam
RC 09.	Educational technologies	3	Exam
RC 10.	Financial, economic and legal support of the educational institution	3	Credit
RC 11.	Theory and management of the organization	6	Exam
RC 12.	Innovation management	3	Exam
RC 13.	Communicative management	3	Exam
RC 14.	Educational project management	3	Exam
RC 15.	Production (management) practice	9	Credit
RC 16.	Industrial (undergraduate) practice	3	Credit
RC 17.	Preparation of qualifying work	6	Protection of qualification work
The total amount of required components		66	
Selective components EP			
SC01	Institutional audit and evaluation of management activities	3	Credit
SC 02	Educational measurements and application of test methods		
SC 03	Choice		
SC 04	Mechanisms of public administration in the field of education	3	Credit
SC 05	Conflictology		
SC 06	Choice		
SC 07	Imageology	3	Credit
SC 08	Business management		
SC 09	Choice		
SC 10	Time management	3	Credit
SC 11	Public Relations		
SC 12	Choice		
SC 13	Educational markets	3	Credit
SC 14	Leadership and team management		
SC 15	Choice		
SC 16	Procurement management	3	Credit
SC 17	The concept of sustainable development		
SC 18	Choice		

SC 19	Fundamentals of social and legal protection of the individual	3	Credit
SC 20	Inclusive education		
SC 21	Choice		
SC 22	Socially-oriented volunteer activity	3	Credit
SC 23	Psychology of stress		
SC 24	Choice		
The total amount of sample components:		24	
VOLUME OF THE EDUCATIONAL PROGRAM		90	

3. Form of certification of applicants for higher education

Certification of graduates of the educational program "Management of educational institution" specialty 073 Management is carried out in the form of defense of qualification work and ends with the issuance of a standard document awarding him a master's degree with a qualification: Master of Management.

Certification is carried out openly and publicly.

Forms of certification of applicants for higher education

Requirements for qualification work (in the presence)

Certification is carried out in the form of public defense of the qualification work

Qualification work involves solving a complex problem or problem in the field of management, a task or problem in the field of management that requires research and innovation and is characterized by complexity and uncertainty of conditions, using theories and methods of management.

Qualification work should not contain academic plagiarism, falsification, fabrication.

Qualification 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.

Matrix of conformity of the competencies defined by the Standard to descriptors (on the 7th level, master's)

Classification of competencies	Knowledge KN1. Specialized conceptual knowledge acquired in the process of learning and / or professional activity at the level of the latest achievements, which are the basis for original thinking and innovation, in particular in the context of research work KN 2. Critical understanding of problems in teaching and / or professional activities and on the border of subject areas	Skills SK1. Solving complex problems and issues that require updating and integrating knowledge, often in conditions of incomplete / insufficient information and conflicting requirements SK2. Conducting research and / or innovation activities	Communication C1. Clear and unambiguous communication of one's own conclusions, as well as the knowledge and explanations that substantiate them, to specialists and non-specialists, in particular to students C2 Use of foreign languages in professional activities	Autonomy and responsibility AR1. Decision-making in complex and unpredictable conditions, which requires the application of new approaches and forecasting AR2. Responsibility for the development of professional knowledge and practices, assessment of strategic development of the team AR3. Ability to further study, which is largely autonomous and independent
General competencies				
GK1	KN 2	SK 1, SK 2	K C 1, K C 2	AR3
GK 2			K C 1, K C 2	
GK 3		SK 1, SK 2	K C 1	AR1
GK 4		SK 1	K C 1	AR1,AR2
GK 5			K C 1	AR2
GK 6		SK SK 1		AR3
GK 7	KN 1, KN 2	SK 1		
Special (professional) competencies				
CK1	KN 2	SK 1		
CK2			C 2	
CK3			C 2	
CK4		SK 1		
CK5	KN 2		C 2	
CK6				
CK7	KN 1	SK 1		
CK8		SK 1		
CK9	KN 2	SK 1	C 1	AR1, AR3
CK10	KN 1	SK 1, SK 2	C 1	AR1
CK11	KN 2	SK 1	C 1	AR1
CK12	KN 2	SK 1	C 1	AR1

Matrix of compliance with the learning outcomes and competencies defined by the Standard

№	Program learning outcomes	General competencies							Special competencies											
		1	2	3	4	5	6	7	1	2	3	4	5	6	7	8	9	10	11	12
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 sections;									+										
6	Have the skills to make, justify and ensure the implementation of management decisions in unpredictable conditions, taking into account the requirements of applicable law, 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 your own time										+									
12	Be able to delegate authority and management of the organization (unit)		+		+							+		+	+		+			
13	Be able to plan and implement information, methodological, material, financial and personnel support of the organization (unit)			+	+		+		+						+	+				
14	Using knowledge of psychology in solving management problems in education				+											+				
15	Be able to form an effective system of labor relations, manage staff in accordance with applicable law and ethics of business communication, create conditions for the development of staff of the educational					+												+		

	institution																			
16	Be able to make decisions and take responsibility for them							+									+	+		

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

	RC01	RC02	RC03	RC 04	RC05	RC06	RC07	RC 08	RC 09	RC 10	RC11	RC12	RC13	RC 14	RC15	RC16	RC17	SK01	SK 02	SK 03	SK 04	SK 05	SK 06	SK 07	SK 08	SK 09	SK 10	SK 11	SK 12	SK 13	SK 14	SK 15	SK 16	SK 17	SK 18	SK 19	SK 20	SK 21	SK 22	SK 23	SK24						
GC01	+	+			+											+	+		+						+																						
GC 02				+						+			+		+													+					+														
GC 03					+								+						+																												
GC 04			+			+		+							+															+																	
GC 05			+	+		+									+							+																		+							
GC 06							+					+		+			+											+			+																
GC 07	+								+			+		+		+	+		+																												
PC01	+	+					+				+	+				+	+				+																										
PC 02	+						+				+			+														+																			
PC 03						+																			+	+		+																			
PC 04								+		+				+		+																	+														
PC 05			+	+	+								+									+																									
PC 06			+			+		+								+						+																									
PC 07												+		+	+	+	+					+																									
PC 08		+	+					+														+																									
PC 09	+	+					+				+				+	+	+	+																													
PC 10							+				+				+		+									+																					
PC 11			+								+	+			+											+		+																			
PC 12		+						+							+		+																														

+ – acquired competence;

RC_j – the number of the obligatory component of the educational program;

SC_j – the number of the selective component of the educational program;

GC_i – competence number in the list of general competencies of the program profile;

PC – competency number in the list of special competencies of the program profile.

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

	OC01	OC02	OC03	OC04	OC05	OC06	OC07	OC08	OC09	OC10	OC11	OC12	OC13	OC14	OC15	OC16	OC17	OC01	OC02	OC03	OC04	OC05	OC06	OC07	OC08	OC09	OC10	OC11	OC12	OC13	OC14	OC15	OC16	OC17	OC18	OC19	OC20	OC21	OC22	OC23	OC24					
PLO01	+	+					+		+		+				+	+	+	+																												
PLO 02	+						+				+				+	+	+	+										+																		
PLO 03		+									+			+		+	+				+																									
PLO 04							+				+		+	+																+			+	+												
PLO 05							+		+		+						+	+												+				+												
PLO 06		+								+	+																									+	+									
PLO 07			+	+									+		+															+								+								
PLO 08					+														+																											
PLO 09				+									+																																	
PLO 10			+			+		+								+														+										+						
PLO 11						+																																								
PLO 12								+			+				+															+																
PLO 13		+						+		+					+																		+													
PLO 14			+																																											
PLO 15								+			+		+			+																														
PLO 16						+			+		+																																			

- + – the program result that is achieved;;
- OC_j – the number of the obligatory component of the educational program;;
- SC_j – the number of the selective component of the educational program;
- PLO_i – serial number of program learning outcomes in the program profile.

6. The system of internal quality assurance of higher education

Rivne State University for the Humanities has a system of providing higher education institutions with the quality of educational activities and the quality of higher education (internal quality assurance system), which provides for the implementation of the following procedures and measures:

1) definition of principles and procedures for quality assurance of higher education;

2) monitoring and periodic review of educational programs;

3) annual evaluation of applicants for higher education, scientific, pedagogical and pedagogical staff of the institution of higher education and regular publication of the results of such assessments on the official website of the institution of higher education, on information stands and in any other way;

4) providing advanced training of pedagogical, scientific and scientific-pedagogical workers;

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

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

7) ensuring publicity of information about educational programs, degrees of higher education and qualification;

8) ensuring the observance of academic integrity by employees of higher education institutions and applicants for higher education, including the creation and operation of an effective system for the prevention and detection of academic plagiarism;

9) other procedures and measures.

The system of providing higher education institutions with the quality of educational activities and the quality of higher education (internal quality assurance system) may be evaluated by the Rivne State University for the Humanities by the National Agency for Quality Assurance in Higher Education or independent accredited quality assessment and quality assurance institutions. quality assurance systems for higher education approved by the National Agency for Quality Assurance in Higher Education and international standards and recommendations for quality assurance in higher education.

Guarantor of the educational program

prof. Yu. V. Pelekh