

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

EDUCATIONAL-PROFESSIONAL PROGRAM

«Educational institution management»

Second level of higher education

specialty 073 Management

field of knowledge 07 Management and administration

Qualification: master in management

APPROVED BY THE ACADEMIC BOARD

Head of the Academic board

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

(minutes № _____ dated _____ 2020)

Educational-professional program shall take effect on September 1, 2020

Rector _____ /Prof. R. M. Postolovskyi/

(order № _____ dated _____ 2020)

Rivne, 2020

LETTER OF APPROVAL
of the educational-professional program
«Educational institution management»

LEVEL OF HIGHER EDUCATION Second

DEGREE OF HIGHER EDUCATION Master

FIELD OF KNOWLEDGE 07 Management and administration

SPECIALTY 073 Management

QUALIFICATION Master in management

Program developers:

Pelekh Yu. V., Doctor in Pedagogy, professor, professor of the Department of Pedagogy, Educational Management and Social Work – guarantor of the program

(sign)

Malafiik I. V., Doctor in Pedagogy, professor, head of the Department of Pedagogy, Educational Management and Social Work

(sign)

Danyliuk K. V., PhD in State Administration, senior lecturer of the Department of Pedagogy, Educational Management and Social Work

(sign)

SUGGESTED BY:

Department of Pedagogy, Educational Management and Social Work

Minutes № __ dated «__» _____ 2020

Head of the Department _____ Prof. I. V. Malafiik

APPROVED BY:

Educational-methodological commission of the Psychology and Natural Sciences Faculty

Minutes № _____ dated «_____» _____ 2020

Head of the EMC of the faculty _____ Ass. Prof. I. O. Siaska.

Dean of the faculty _____ Prof. V. R. Pavelkiv

Head of the EMB of the university _____ Prof. I. S. Voitovych

PREFACE

The educational-professional program regulates normative, competence, qualification, organizational, educational and methodological requirements for the preparation of masters in the specialty 073 "Management" in the field of knowledge 07 "Management and Administration".

The educational-professional program is developed on the basis of the standard of higher education in the specialty 073 "Management" in the field of knowledge 07 "Management and Administration" for the second (master's) level, approved by the order of the Ministry of Education and Science of Ukraine dated 10.07.2019 № 959.

Developed by a project group:

1. Pelekh Yu. V., Doctor in Pedagogy, professor, professor of the Department of Pedagogy, Educational Management and Social Work (guarantor of the program, head of the project group).
2. Malafiiik I. V., Doctor in Pedagogy, professor, head of the Department of Pedagogy, Educational Management and Social Work.
3. Danyliuk K. V., PhD in State Administration, senior lecturer of the Department of Pedagogy, Educational Management and Social Work.

Reviewer: Danyliuk Serhii Semenovych – Doctor in Pedagogy, professor, head of the Department of Pedagogical Sciences, Educational and Socio-Cultural Management of Cherkasy National University named after Bohdan Khmelnytskyi.

Reviews of external stakeholders:

1. Makarchuk Z. V. – director of Rivne Humanitarian Gymnasium of Rivne City Council.
2. Andrieieva M. M. – senior of the Department of Vocational and Higher Education of Rivne Regional State Administration.
3. Kravets Y. I. – chairman of the Rivne regional organization of the trade union of educators and scientists of Ukraine.

1. Profile of the educational program in specialty 073 Management

1 – General information	
Full name of the higher educational institution and structural subdivision	Rivne State University of the Humanities, Department of Pedagogy, Educational Management and Social Work
Higher education degree and title of qualification in the original language	Educational qualification: master in management Diploma qualification: Degree of higher education – master Specialty – Management Educational program – «Educational institution management»
The official name of the educational program	«Educational institution management»
Type of diploma and scope of educational program	Master's degree, unitary, 90 ECTS credits, term of study – 1 year 4 months
Availability of accreditation	Certificate of accreditation of the specialty 073 Management (series ND 81889795 dated 09.10.2017), valid until 01.07.2021.
Cycle/level	National qualifications of Ukraine – Level 8, FQ-EHEA – second cycle, EQF-LLL – Level 7 .
Prerequisites	First (bachelor's), second (master's) level, EQL "specialist"
Language(s) of instruction	Ukrainian
Validity of the educational-professional program	For the period of study.
Internet address of the permanent placement of the description of the educational program	https://www.rshu.edu.ua/navchannia/osvitni-prohramy/mahistr
2 – The purpose of the educational program	
The purpose of the program is to train professionals who are able to identify and solve complex problems and problems in the field of educational management or in the learning process, involving research and innovation and characterized by uncertainty of conditions and requirements.	
3 - Characteristics of the educational program	
Subject area (field of knowledge, specialty, specialization (if available))	Field of knowledge 07 Management and administration Specialty 073 Management Object of study: management of educational organizations and their departments. Learning objectives: to train professionals who are able to identify and solve complex problems and problems in the field of educational management or in the learning process, involving research and innovation and characterized by uncertainty of conditions and requirements. Theoretical content of the subject area: - paradigms, laws, patterns, - principles, historical prerequisites for the development of educational management; - concepts of system, situational, adaptive, anticipative, anti-crisis, innovative, project management, etc.;; - functions, methods, technologies and management decisions in

	<p>educational management</p> <p>Methods, techniques and technologies:</p> <ul style="list-style-type: none"> - general scientific and specific research methods (computational-analytical, economic-statistical, economic-mathematical, expert evaluation, factual, sociological, documentary, balance sheet, etc.); - methods of implementing management functions in education (methods of marketing research; methods of economic diagnostics; methods of forecasting and planning; methods of designing organizational management structures; methods of motivation; methods of control; methods of assessing 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>
Type of the educational program	Educational-professional
The main focus of the educational program and specialization	<p>Special education in the field of knowledge 07 Management and administration of specialty 073 Management.</p> <p>Special education in the field of theory and practice of management of educational institutions. The structure of the program involves mastering the knowledge of modern management methods, making management decisions, planning the organization, methods of ensuring the competitiveness of the organization, effective methods of motivation in educational management.</p> <p>Key words: management, managerial activity, theory and practice of management of educational institutions.</p>
Features of the program	The program focuses on the practical mastery of management skills of educational institutions, educational organizations and institutions; formation of leaders with a new promising way of thinking, able not only to apply existing methods of management and administration, but also to develop new ones based on modern scientific advances. The program is performed in an active professional environment.
4 – Possibilities of graduates for employment and further study	
Possibilities for employment	<p>According to the current version of the National Classification of Occupations of Ukraine (DK 003:2010), a graduate may be employed in positions with the following professional job titles:</p> <p>148 Managers in education.</p> <p>1210.1 Heads of enterprises, institutions and organizations:</p> <ul style="list-style-type: none"> - director (head) of a professional educational institution (vocational school, technical school, etc.); - director (rector, head) 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 study	Graduates have the opportunity to continue their studies at the third (educational and scientific) level of higher education – Doctor of Philosophy. Acquisition of additional qualifications in the system of postgraduate education.
5 – Teaching and assessment	

Teaching and learning	Student-centered, problem-oriented learning with elements of self-study by such methods and technologies as: collection, processing and interpretation of research results; skills of research and production, design, organizational and management activities.
Assessment	Oral and written exams, tests, reports on practice, presentations, project work, knowledge testing, defense of the qualifying paper.
6 – Program competencies	
Integral competence	Ability to solve complex problems and problems in the field of educational management or in the learning process, involving research and innovation under uncertain conditions and requirements.
General competencies (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), socially responsible and conscious. GC6. Ability to generate new ideas (creativity). GC7. Ability to abstract thinking, analysis and synthesis.
Special (professional, subject) competencies (SC)	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 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 and entrepreneurship. SC8. Ability to use psychological technology to work 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 investigate and identify problems, as well as identify limitations, including those related to sustainable development, health and safety, and risk assessments.
7 – Program learning outcomes	
	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.

	<p>4. Substantiate and manage projects, generate business ideas.</p> <p>5. Plan the activities of the organization in strategic and tactical sections.</p> <p>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.</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 state 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 of 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. The use of knowledge of psychology in 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 support for program implementation	
Staff	The scientific level of qualification of the teaching staff that ensure the implementation of the educational program meets state requirements.
Material and equipment support	Material and equipment support allows to fully ensure the educational process 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.
Information and educational and methodological support	Use of the information educational environment of Rivne State University of the Humanities and author's developments of the teaching staff.
9 – Academic mobility	
National credit mobility	Based on bilateral agreements between Rivne State University of the Humanities and other Ukrainian institutions of higher education.
International credit mobility	Based on bilateral agreements between Rivne State University of the Humanities and foreign educational institutions.
Training of foreign applicants for higher education	Possible

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

2.1. List of the components of the educational-professional program

Code	Components of the educational program (academic disciplines, course projects (papers), practices, qualification paper)	Number of credits	Form of final control
1	2	3	4
Mandatory components of the program			
MC01.	Methodology and organization of scientific research	4	Credit
MC02.	Conceptual basics of modern pedagogy	3	Exam
MC03.	Management psychology	3	Credit
MC04.	Foreign language in professional activities	5	Exam
MC05.	Computer and information technologies in education and science	3	Credit
MC06.	Professiogram of the head of the educational institution	4	Credit
MC07.	Management of educational and upbringing activities	4	Exam
MC08.	Management of labor resources and content of works	3	Exam
MC09.	Technique of management	3	Exam
MC10.	Financial, economic and legal support of the educational institution	3	Credit
MC11.	Organization management	3	Exam
MC12.	Educational technologies	3	Exam
MC13.	Theory of organizations	4	Exam
MC14.	State standards and quality of education	4	Exam
MC15.	Production (management) practice	9	Credit
MC16.	Production (undergraduate) practice	3	Credit
MC17.	Preparation of qualification paper	6	Defense of the paper
Total amount of mandatory components:		67	
Selective components of the program			
SC01.	Audit and evaluation of management activities	4	Credit
SC02.	Imageology		
SC03.	Educational measurements and application of test methods		
SC04.	Choice		
SC05.	Mechanisms of public administration in the field of education	4	Credit
SC06.	Philosophy of education		
SC07.	Governorship		
SC08.	Choice		
SC09.	Fundamentals of social and legal protection of the individual	4	Credit
SC10.	Inclusive education		
SC11.	Socially-oriented volunteer activity		
SC12.	Choice		
SC13.	Decision theory	4	Credit
SC14.	Psychology of stress		
SC15.	Public Relations		
SC16.	Choice		
SC17.	Educational markets	4	Credit
SC18.	Conflictology		
SC19.	Education studies		
SC20.	Choice		
SC21.	Deontology of educational institution management	3	Credit

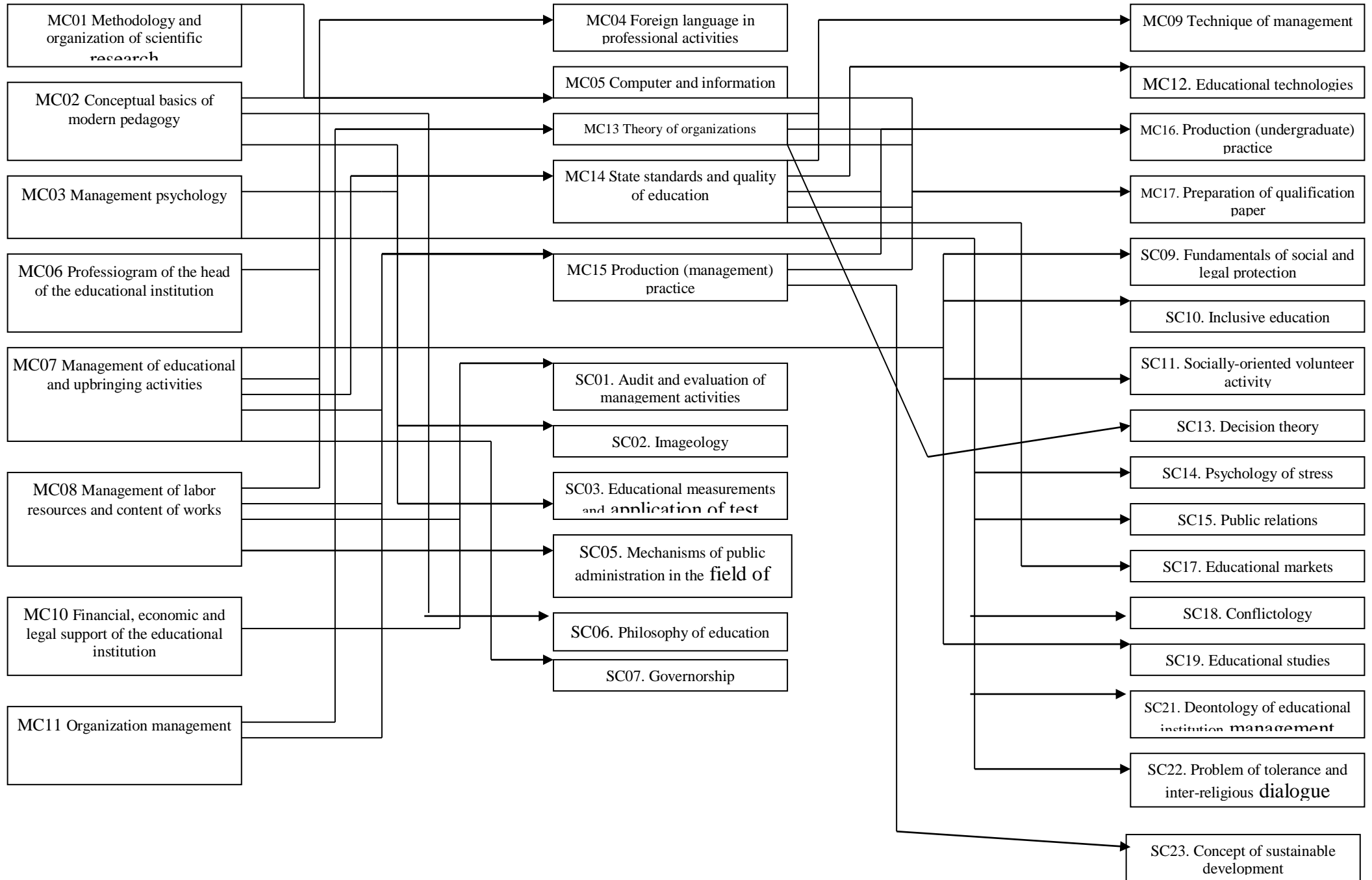
SC22	Problem of tolerance and inter-religious dialogue		
SC23	Concept of sustainable development		
SC24	Choice		
Total amount of selective components:			23
TOTAL AMOUNT OF THE EDUCATIONAL PROGRAM			90

2.2. Structural-logical scheme

1 term

2 term

3 term



3. Forms of certification of applicants for higher education

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

Certification is carried out openly and publicly.

Forms of certification of applicants for higher education
Requirements for a qualification paper (if present)

Certification is carried out in the form of public defense of the qualification paper. The qualification paper 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. The qualification paper should not contain academic plagiarism, falsification, fabrication. The qualification paper 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 compliance of the competencies defined by the Standard with the descriptors of the NQF (level 8, master's)

Classification competencies according to the NQF	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 KN2. 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 Com1. 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 Com2. 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 team development AR3. Ability to further study, which is largely autonomous and independent
General competencies				
GC1	KN2	SK1, SK2	Com1, Com2	AR3
GC2			Com1, Com2	
GC3		SK1, SK2	Com1	AR1
GC4		SK1	Com1	AR1, AR2
GC5			Com1	AR2
GC6		SK1		AR3
GC7	KN1, KN2	SK1		
Special (professional) competencies				
SC1	KN2	SK1		
SC2			Com2	
SC3			Com2	
SC4		SK1		
SC5	KN2		Com2	
SC6				
SC7	KN1	SK1		
SC8		SK1		
SC9	KN2	SK1	Com1	AR1, AR3
SC10	KN1	SK1, SK2	Com1	AR1
SC11	KN2	SK1	Com1	AR1
SC12	KN2	SK1	Com1	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 of 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)			+	+		+		+						+	+				

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

	MC01	MC02	MC03	MC04	MC05	MC06	MC07	MC08	MC09	MC10	MC11	MC12	MC13	MC14	MC15	MC16	MC17	SC01	SC02	SC03	SC04	SC05	SC06	SC07	SC08	SC09	SC10	SC11	SC12	SC13	SC14	SC15	SC16	SC17	SC18	SC19	SC20	SC21	SC22	SC23	SC24							
GC 01	+	+			+						+		+		+	+	+			+															+													
GC 02				+				+		+					+																									+								
GC 03					+															+																												
GC 04		+	+				+		+		+				+																																	
GC 05			+	+		+									+									+		+		+																				
GC 06						+			+				+				+																															
GC 07	+					+						+	+	+		+	+			+			+																									
SC 01	+													+		+	+	+																														
SC 02	+								+				+	+				+				+																										
SC 03						+													+																													
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SC 06		+	+			+										+																																
SC 07													+		+	+	+																															
SC 08			+				+						+		+									+																								
SC 09	+	+				+					+		+		+	+	+																															
SC 10							+				+		+		+		+																															
SC 11		+	+			+									+																																	
SC 12						+									+												+	+																				

- + – acquired competency;
- MC_j – number of the mandatory component of the educational program;
- SC_j – number of the selective component of the educational program;
- GC_i – competency number in the list of general competencies of the program profile;
- SC_i – competency number in the list of special competencies of the program profile.

5. Matrix of program learning outcomes (PLO) relevant to the components of the educational program

	MC01	MC02	MC03	MC04	MC05	MC06	MC07	MC08	MC09	MC10	MC11	MC12	MC13	MC14	MC15	MC16	MC17	SC01	SC02	SC03	SC04	SC05	SC06	SC07	SC08	SC09	SC10	SC11	SC12	SC13	SC14	SC15	SC16	SC17	SC18	SC19	SC20	SC21	SC22	SC23	SC24									
PLO 01	+	+					+		+				+	+	+	+	+	+																																
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						+	+	+	+				+																																					

+ – acquired program outcome;

MC_j – number of the mandatory component of the educational program;

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

PLO_i – number of the program learning outcome in the program profile.

6. Internal assurance system of higher education quality

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

- 1) defining the principles and procedures for ensuring the quality of higher education;
- 2) monitoring and periodic review of educational programs;
- 3) annual evaluation of applicants for higher education, research and teaching staff of the institution of higher education and regular publication of the results of such evaluations on the official website of the institution of higher education, on information stands and in any other ways;
- 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 the independent work of higher education students in 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, higher education degrees and qualifications;
- 8) ensuring an effective system for the prevention and detection of academic plagiarism in the scientific works of employees of higher education institutions and applicants for higher education;
- 9) other procedures and measures.

The system of providing by the higher education institution the quality of educational activities and the quality of higher education (internal quality assurance system) may be evaluated according to the request of Rivne State University of the Humanities by the National Agency for Quality Assurance in Higher Education or independent institutions accredited by it for evaluation and quality assurance of higher education for its compliance with the requirements for the quality assurance system of higher education approved by the National Agency for Quality Assurance in Higher Education, and international standards and recommendations for quality assurance in higher education.