

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE

Rivne State University of Humanities

APPROVED

the decision of the Scientific Board
Rivne State University of Humanities

Protocol № _____

of “___” _____ 2016

The Head of the Academic Council

_____ prof. R.M. Postolovs'kyy

EDUCATION PROGRAM

HIGHER EDUCATION LEVEL first

EDUCATION DEGREE bachelor

BRANCH OF KNOWLEDGE 07 “Management and Administration”

SPECIALTY 073 “Management”

QUALIFICATION Bachelor of Management

Educational and professional Bachelor's program 073 "Management" developed in accordance with the first level (bachelor) higher education Standard in branch of knowledge 07 "Management and Administration" specialty 073 "Management" by the project team of Rivne State Humanitarian University, including:

Head of the project team (educational program guarantor):

Savchenko Olga Rostislavivna, candidate of economic sciences, Associate Professor

Members of the project team -

Hyzhnyakova Nadiya A., candidate of economic sciences, Associate Professor;

Syas'ka Elena, candidate of economic sciences, Associate Professor

Educational and professional program has been discussed and approved at the Rivne State University of Humanities Scientific Board meeting.

Protocol number __ of " __ " _____ 2016

Chairman of the Scientific Board

prof. R.M. Postolovs'kyy

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1. Bachelor's program profile in the specialty 073 "Management"	
1 - General Information	
Full name of the institution of higher education and the structural unit	Rivne State Humanitarian University
The official name of an educational program	Educational and professional program of a branch of knowledge 07 "Management and Administration" specialty 073 "Management"
Type of diploma and the volume of educational-professional program	Bachelor's degree. Unitary. 240 ECTS credits
Accrediting organization	National Agency for Quality Assurance in Higher Education
Cycle / level	Ukraine NLC – level 7, FQ-EHEA – the second cycle, EQF-LLL – level 7
Prerequisites	The first (bachelor) level, EQL "specialist"
Language (s) teaching	Ukrainian language
Basic concepts and their definitions	The program uses the basic concepts and their definitions according to the Law of Ukraine "On Higher Education" № 1556-VII of 01.07.2014, "Guidelines on the higher education development", approved by the MES of Ukraine № 600 of 01.06.2016
2 - Purpose of the educational program	
	Preparation of bachelors in management of organizations who are able to carry out professional activities based on learning basic management concepts and principles, fulfill research and analysis of the formation and effective functioning of the management system and providing processes in order to take effective management decisions.
3 - Characteristics of the educational program	
Subject area (branch of knowledge, specialty)	Management and administration. Management.
Orientation of the educational program	Professional program, applied.
The main focus of the educational program and specialization	Formation of professional competence in learning as of an ability to solve complex specialized tasks and practical problems in area of professional activities using certain theories and methods of management in organizations.
Features and differences	In the cycle of professional and practical training there are those courses provided, which would help

	to acquire theoretical knowledge and practical skills of socio-economic systems management.
4 - Employment of the educational program's graduates and further education	
Professional rights	<p>Bachelor of Management is professionally aimed at implementing the functions of primary management positions in organizations of various sectors of activity.</p> <p>Professional field of a Bachelor in Management, according to the education received, is rational decision-making in social and economic systems with the use of effective methods.</p> <p>Bachelor in Management is capable of holding following positions: Assistant manager of a small business without administrative staff; Assistant manager of an enterprise (institution, organization); Assistant manager of another basic unit; Brand Manager; Manager of Customer and Program Service in an area of material (immaterial) production; an expert on corporate governance; infocommunications specialist.</p> <p>Given an acquisition of relevant experience may adapt to such areas of the adjacent professional activities: economic, marketing, foreign trade, education, science and research.</p>
Further training (academic license)	The possibility of extending the second training program (master's) level of higher education.
5 - Teaching and Assessment	
Teaching and learning	Teaching is conducted through lectures, multimedia lectures, interactive lectures, seminars, workshops, laboratory work, independent study, tutoring, counseling, training qualifying work.
Assessment	<p><i>Types of control:</i> current, thematic, modular, total, self-control.</p> <p><i>Forms of control:</i> verbal and written interviews, essay, test control, laboratory and individual work protection, defense of practice reports, defense of term papers (projects), presentation of scientific and creative work, certification (defense of qualifying work or complex examination).</p> <p><i>Assessment of educational achievements:</i> 4-point national scale (excellent, good, satisfactory, unsatisfactory); 2-level national scale (enrolled / not accounted); 100-point system and ECTS scale (A, B, C, D, E, F, FX).</p>
6 - Program competencies	

Integral competence	The ability to solve complex problems and challenges in management or in the learning process, involving implementation of research and/or innovation, and is characterized by conditions and requirements uncertainty Program competencies.
General competencies (GC)	<p style="text-align: center;">Instrumental:</p> <ul style="list-style-type: none"> - ability to form vision and to assess and analyse socio-economic processes and phenomena; - ability to work with information, including a global computer network; - ability to substantiate management solutions, ensure their legitimacy and to correctly implement them in a documentary form. <p style="text-align: center;">Interpersonal:</p> <ul style="list-style-type: none"> - ability to carry out communication activities; - ability to work in a group and team; - positive attitude towards the otherness of other cultures and religions; - ability to work in an international environment; - capacity for criticism and self-criticism. <p style="text-align: center;">System:</p> <ul style="list-style-type: none"> - capacity for working independently and autonomously; - ability to act from the standpoint of social responsibility, take an active civil position, take an active stance and develop leadership skills; - ability to creating a culture of thinking and perception; - learning ability, the ability to create new ideas (creativity); - capacity for adaptation to new situations in professional activity; - ability to implement a project.
Professional competencies for the speciality (PC)	<ul style="list-style-type: none"> - ability to use principles and methods of effective organizations' management; - capacity for organizational designing, planning, monitoring and regulating organizations' activities; - ability to identify strategic development general trends of organizations through the implementation of market research; - ability to evaluate the results of the financial and economic, operational, personnel and foreign

	<p>business organizations' activity for rational decision-making;</p> <ul style="list-style-type: none"> - capacity for solving complex management tasks and practical problems in social and economic systems using methods and models of decision making; - ability to develop, substantiate and monitor a process of management solutions realization based on modern scientific concepts, innovative approaches and methods of research; - capacity for providing executive discipline on health and environmental safety in an organization; - capacity for conducting business negotiations and meeting the requirements of corporate ethics in implementation of communicative interaction; - ability to use methodical and practical approaches to analysis of organizations' business activity considering factors influencing internal and external environment; - ability to find and evaluate new market opportunities and formulate business ideas, develop business plans for organizations' creation and development.
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7 Program Learning Outcomes

<p>Knowledge (KN)</p>	<ol style="list-style-type: none"> 1. Specialized conceptual knowledge acquired during training and / or professional activities at the latest advances that are the basis for original thinking and innovation, particularly in a context of research. 2. Critical thinking problems in education and / or professional activities and on the verge of subject areas. 3. Knowledge of legal and regulatory aspects of organizations' operating and management. 4. Current issues and current trends in management of human resources. 5. Cognition of the features of organization strategic management. 6. Specific implementation of innovative and investment processes to address social and economic organization development. 7. Modern trends in regions' investment and socio-economic development, their natural and human resources growth.
<p>Skills (SK)</p>	<ol style="list-style-type: none"> 1. Develop business processes models (organizational,

- functional, information) and to analyze the socio-economic processes and phenomena at the global, macro, meso and micro levels.
2. Collect and process the original information, identify common trends of social and economic systems, use historical experience in solving all forms and sectors of activity organizations' actual problems.
 3. Organize organizations (departments) management, carry out organizational design, evaluate the effectiveness of existing organizational structures of management and make proposals for their improvement.
 4. Conduct analysis and calculation performance of the company to forecast and plan its business goals.
 5. Evaluate an impact and dynamics of meso and macro environment on organizations functioning.
 6. Prepare constituent documents and record companies considering different types of business entity in accordance with the law.
 7. Evaluate all kinds of sources providing current organization's operations, determine a need for them to carry out ongoing activities.
 8. Develop proposals on composition and content of management tasks using the information on organization's strategy of development.
 9. Generate enterprise reporting materials using results of their functional activities.
 10. Implement strategic, current and operational control over the activities of organizations.
 11. Make decisions, develop a sufficient number of alternatives to choose the best solutions and be responsible for their implementation.
 12. Choose decisions executors according to their level of competence, conduct their instruction and organize activities for decisions implementations.
 13. Monitor changes in legislation and regulations governing the activities of organizations of different legal forms and sectors of activity.
 14. Ensure the legitimacy of organizations as social and economic systems based on principles of corporate ethics and public relations.
 15. Provide rational self-organization of work based

	<p>on time scheduling.</p> <p>16. Prepare consultations and business meetings, perform other administrative activities.</p> <p>17. Maintain business contacts with partners and customers, participate in a conduct of commercial negotiations using either state or a foreign language.</p> <p>18. Develop organizational measures to prevent conflicts, improve staff working conditions, professional diseases and industrial accidents.</p> <p>19. Organize training on health safety and regulation of business activity safety.</p>
Communication (C)	<ol style="list-style-type: none"> 1. Clear and unambiguous report of personal conclusions and related knowledge to specialists and non-specialists, particularly to persons enrolled. 2. The use of foreign languages in professional activities.
Autonomy and responsibility (AR)	<ol style="list-style-type: none"> 1. Decision making in complex and unpredictable conditions that require new approaches and forecasting. 2. Responsibility for the development of professional knowledge and practices, assessment of a team strategic development. 3. Ability to further education that would largely be autonomous and independent.
8 – Resource support for the implementation of the program	
Personnel support	Undertake lectures on educational disciplines by scientific and pedagogical workers of the corresponding specialty having a degree and / or academic rank and working at their main place of work is more than 50% of the number of hours determined by the curriculum, by those having academic degree or doctorate title of a professor – over 25%.
Specific characteristics of logistics	Using advanced software in a chosen specialty.
Specific characteristics of information and methodological support	Using virtual learning environment of Rivne State Humanitarian University and the author's scientific works of the teaching staff.
9 - The main components of the educational program	
List of educational components (disciplines, practices, course and qualification papers)	Matrix of program competencies matching to educational subjects and structure curriculum is presented in an annex.
10 - Academic Mobility	
(Regulated by Decree of Cabinet of Ministers № 579 “On Approval of the Procedure of	

right to academic mobility realization” of August 12, 2015)	
National credit mobility	On the basis of bilateral agreements between Rivne State Humanitarian University and the universities and research institutions of Ukraine.
International credit mobility	On the basis of bilateral agreements between Rivne State Humanitarian University and foreign universities.
Teaching foreign higher education applicants	Possible

1. Distribution of the educational program content according to component groups and training cycles

№	Training Cycle	Workload of higher education applicant (credits /%)		
		Regulatory components of educational and professional program	Selected components of educational and professional program	Total for the entire period of study
1.	The cycle of humanitarian and socio-economic training	19 / 7.9	14.5 / 6.0	33.5 / 13.9
2.	Cycle of natural-scientific and general-economic training	19.5 / 8.1	17 / 7.1	36.5 / 15.2
3.	Cycle training	73 / 30.4	68.5 / 28.5	141.5 / 58.3
4.	Cycle practical training	12 / 5.0	0/0	12/5
5.	Preparation for certification	16.5 / 6.8	0/0	16.5 / 6.8
Total for the entire period of study		140 / 58.3	100 / 41.6	240/100

2. List of component educational program

№	The code of discipline	Semester	The components of an educational program (educational courses, practices, thesis)	Amount of credits	Form of final control
1. The cycle of humanitarian and socio-economic training (33.5 credits)					
1.1. Compulsory subjects (19 credits)					
1	CFII1	2	Philosophy	3	Exam
2	CFII2	1	History of Ukraine	3	Exam
3	CFII3	2	History of Ukrainian Culture	3	Test
4	CFII4	3-5	Ukrainian language (for professional purposes)	3	Exam
5	CFII5	1-4	Foreign Language (for professional purposes)	3	Exam
6	CFII6	1	Psychology	2	Test
7	CFII7	2	Sociology	2	Test
8	CFII8	1-4	Physical Education		Test
1.2 Discipline of choice (14.5 credits)					
9	BFII7	5-6	Physical Education / Foreign Language	0	Test
10	BFII8	3	Politics / Geopolitics	2	Exam
11	BFII9	2	Religion / Ethics and Aesthetics	2	Test
12	BFII10	5	Environmental Ethics / Business Ethics	1	Test
13	BFII11	3	Globalistics / History International eonomiky	5	Test
14	BFII12	6	Social Economy / National Economy	2	Test

15	ВГП13	1	Philosophy of Science	2.5	Test
2. Natural-scientific and general - economic cycle of training (36.5 credits)					
2.1. Compulsory subjects (19.5 credits)					
16	ФПНЗЕ1	1	Higher and Applied Mathematics	6	Exam
17	ФПНЗЕ2	3	Statistics	4.5	Exam
18	ФПНЗЕ3	1-2	Information Systems and Technologies	3	Exam
19	ФПНЗЕ6	2	Economic theory	5	Exam
20	ФПНЗЕ6.1	2	Course work in economic theory	1	Exam
2.2. Disciplines by choice (16 credits)					
21	ВПНЗЕ1	4	Econometrics	3	Test
22	ВПНЗЕ2	2	Macroeconomics	3	Exam
23	ВПНЗЕ3	3	Microeconomics	3	Exam
24	ВПНЗЕ4	4	Technology Systems	2	Test
25	ВПНЗЕ5	1	Basics of the Scientific Research	2	Test
26	ВПНЗЕ6	3	History of Economic Thought	2	Test
27	ВПНЗЕ7	3	Theory of Economic Analysis	2	Exam
3. Cycle training (141.5 credits)					
3.1. Compulsory subjects (73 credits)					
28	ПП1.1	3	State and Regional Administration	3	Exam
29	ПП1.2		Management and Administration		
30	ПП1.2.1	5	Organization Theory	3	Test
31	ПП1.2.2	6	Management	3	Exam
32	ПП1.2.3	7	Administrative Management	3	Test
33	ПП1.2.4	7	Operational Management	3	Exam
34	ПП1.2.5	7	HR	3	Exam
35	ПП1.2.6	8	Self-Management	3	Exam
36	ПП1.2.7	7	Innovation Management	3	Test
37	ПП1.2.8	8	Strategic Business Management	3	Exam
38	ПП1.2.9	7	Information Systems Management	3	Exam
39	ПП1.3		Right		
40	ПП1.3.1	1	Law	3	Test
41	ПП1.3.2	3	Business Law	3	Test
42	ПП1.3.3	4	Labor Law	3	Exam
43	ПП1.4	5	Financial and credit horoshi	4.5	Exam
44	ПП1.5.1	4	Economy of an Enterprise	3	Exam
45	ПП1.5.2	5	Organizations' Finance	3	Exam
46	ПП1.5.3	4	Course work in Economy of an Enterprise	1	Test
47	ПП1.6	5	Accounting and Audit	4.5	Exam
48	ПП1.7	5	Marketing	4.5	Exam
49	ПП1.7.1	6	Course work in Marketing	1	Test
50	ПП1.8	5	Logistics	3	Test
51	ПП1.9	6	Foreign Economic Activity of Enterprises	3	Test
52	ПП1.10	4	International Economic Relations	3	Test
53	ПП1.11	2	Life Safety	2	Test
54	ПП1.12	6	Basics of Labor Safety	1.5	Test
2.2. Disciplines by choice (16 credits)					
55	ВПП1	1	Introduction to a Specialization	2.5	Test
56	ВПП2	2	Standardization and Certification of Products and Services / Sport Tourism	3	Test
57	ВПП3	4	Market and Service Statistics / Tourism History	4	Test
58	ВПП4	3	Nonfood Products Merchandizing / Essentials Spa Treatment	3	Test
59	ВПП5	4	Food Merchandizing / World Travel Resources	3	Test
60	ВПП6	6	Services Marketing / Marketing in Tourism	3	Exam
61	ВПП7	6	Organization of Trade/ Economy in Tourism Industry Entity	3.0	Test

62	ВПП8	6	Commercial Enterprise Economy / Hotel and Restaurant Business	3.0	Exam
63	ВПП9	7	Accounting in Trade / Accounting in Tourism	3.0	Test
64	ВПП10	8	Commercial Enterprise Management / Tourist and Excursion Activities Organization	3.0	Exam
65	ВПП11	8	Analysis of Trading Companies / Analysis of Travel Agencies	3.0	Test
66	ВПП12	7	Commercial Activities Management/ Tourism Industry Management	3.0	Exam
67	ВПП12.1		Course work in Commercial Activities Management / Tourism Industry Management	1.0	Exam
68	ВПП13	8	Commercial and Intermediary Activity / Ecotourism	3.0	Test
69	ВПП14	6	Examination of Goods and Services / International tourism	2.0	Test
70	ВПП15	6	Advertising management	2.0	Test
71	ВПП16	5	Insurance	3	Test
72	ВПП17	1	Controlling	2	Test
4. Practical training cycle (12 credits)					
19		2	Teaching practice "Introduction to a profession"	4.5	Test
20		6	Manufacturing Practice (technological)	4.5	Test
21		8	Pre-diploma practice	3	Test
22		8	Preparation of bachelor, Certification	16.5	

II. Higher Education Candidates Certification Forms

Final certification is based on the assessment of learning outcomes and levels of competence applicants.

Certification candidates of a qualifying level "Bachelor" and specialty 073 "Management" takes the form of public performance and qualification of certifying exam.

During certification applicants of qualification level "Bachelor" and of specialty 073 "Management" implement and defense a qualification work in public. Qualifying work is performed in accordance with the directions of scientific and applied research and must certify the applicant's level of training. Qualifying work must contain the results of their theoretical research, analysis of enterprise's economic activity and provide for the development of new methods in enterprise's activity.

Qualifying work is the result of independent individual research activities of an applicant of higher education, comprehensive study, which summarizes the study of his subjects, the curriculum for Bachelor degree 073 "Management", passing all practices.

Qualification is based on a deep study of special state and foreign literature, an actual experience of the subject and the results of applicants' own research of real object in order to address scientific and applied problems in future professional activity.

The list of qualifying works' themes is determined at the beginning of a year by graduating department. Subjects of a qualifying work must be directly related to the generalized subject of a professional of an appropriate educational level. The list of qualifying work themes is being approved by the rector prior to the pre-diploma practice. Students have the right to offer their own theme qualifying work.

Set of tasks for qualifying work should reflect all the industrial features and typical tasks of professional's activity and must be brought to the student in time (before pre-diploma practice).

The leaders of qualification works can be professors, associate professors of a graduating department, as well as leading specialists of a proper industry production sector.

Attestation of graduates of the educational program of Bachelor is carried out by an examination commission composed of representatives of employers and their associations, according to the provisions of the examination board, approved by the Academic Council of Rivne State Humanitarian University.

II. Certification

Student certification is carried out by Examining Board after training on educational level to determine the actual level of compliance with training requirements of the educational program. System of student's program learning results is imposed during certification which is defined in the educational program training. Form of certification: comprehensive state qualifying examination in the specialty, defense of a qualification work.

A comprehensive state examination in the specialty is performed as a complex professional knowledge test of future specialist's knowledge and skills, formation level of his professional competence. Certification program includes theoretical issues and practical complex tasks that correspond to a semantic module of program disciplines: "Management", "Marketing", "Economics of an Enterprise".

Program and form of state exam (verbal, written, test, combined, etc.), unique requirements for knowledge and skills (competencies) assessment of graduates, evaluation criteria are defined by a graduating department and lead to students no later than a semester prior to certification.

Qualifying work involves current issues, problems in the relevant field of knowledge analysis and theoretical development (design and research of processes and objects). The list of qualifying works' themes are defined by graduating department at the beginning of a year of study. Subjects of a qualifying work must be directly related to the generalized subject of a professional of an appropriate educational level. The list of qualifying work themes is being approved by the rector prior to the pre-diploma practice. Students have the right to offer their own theme qualifying work.

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III. Internal Quality of Higher Education Assurance

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

- 1) definition of principles and procedures for ensuring the quality of higher education;
- 2) monitoring and periodic review of educational programs;
- 3) annual evaluation of higher education graduates, scientific, pedagogical and teaching staff of a higher educational establishment, and regular publications of such evaluations results on the official website of the higher educational establishment, on information billboards and in any other way;
- 4) providing a professional development of pedagogical, scientific and scientific and pedagogical workers;
- 5) providing the availability of the necessary resources for the educational process organization, including an independent work of applicants for higher education for each educational program;
- 6) providing the availability of information systems for an educational process effective management;
- 7) providing publicity of information about educational programs, degrees of higher education and qualifications;
- 8) providing an effective system of preventing and detecting academic plagiarism in scientific works of higher education staff and higher education graduates;
- 9) other procedures and activities.

The system of providing a quality education and quality of higher education by higher education institution (system of internal quality assurance) may on the proposal of Rivne State University of Humanities be evaluated by the National Agency for Quality Assurance in Higher Education or accredited independent institutions evaluation and quality assurance for its compliance to requirements of quality assurance system for higher education approved by the National agency for quality assurance in higher education, and to international standards and guidelines for higher education quality assurance.

Educational program guarantor
Head of the project group

Savchenko O.R., candidate of
economic sciences, Associate
Professor