MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE

STATE BIOTECHNOLOGICAL UNIVERSITY

EDUCATIONAL AND VOCATIONAL PROGRAM
"MANAGEMENT AND ADMINISTRATION"

Second level of higher education

in the specialty D 3 Management

areas of knowledge D Business, administration and law

APPROVED BY THE ACADEMIC COUNCIL

State Biotechnological University

protocol no._from " __ " 2025

and comes into effect on "01" September 2025.

Acting Rector

_____/ Andriy Kudryashov /

Kharkiv – 2025

PREFACE

Developed by a working group consisting of:

1. Zaika Svitlana Oleksandrivna – Candidate of Economic Sciences, Professor, Professor of the Department of Management, Business and Administration
2. Olga Mykolayivna Girzheva – Doctor of Economic Sciences, Professor, Professor of the Department of Management, Business and Administration;
3. Viktor Mykhailovych Nagayev – Doctor of Pedagogical Sciences, Professor, Professor of the Department of Management, Business and Administration;
4. Yatsun L.M. - Doctor of Economic Sciences, Professor, Professor of the Department of Management, Business and Administration;
5. Gridin Oleksandr Volodymyrovych – Candidate of Economic Sciences, Associate Professor, Associate Professor of the Department of Management, Business and Administration

Reviews and feedback from external stakeholders :

1. Profile of the educational and professional program

"Management and Administration"
in specialty D 3 "Management"

1 – General information	
Full name of higher education institution and structural unit	State Biotechnological University Faculty of Management, Administration and Law Department of Management, Business and Administration
Higher education degree and title of qualification in the original language	Higher education degree: Master's degree Educational qualification: Master of Management
Official name of the educational program	Management and administration
Type of diploma and scope of educational program	Master's degree, single, 90 ECTS credits. Study period: 1 year 4 months.
Availability of accreditation	Certificate UD 21015723. The validity period of the specialty accreditation certificate is until July 1, 2025.
Cycle/level	NQF of Ukraine – level 7; FQ-EHEA – second cycle; EQF-LLL – Level 7
Prerequisites	Possession of a bachelor's degree. Admission requirements are determined by the "Rules for Admission to the State Biotechnological University", approved by the Academic Council.
Language(s) of instruction	Ukrainian language
Duration of the educational program	1.09.2025 – 31. 12.2026
Internet address of permanent posting of the educational program description	http://btu.kharkov.ua/pro-universitet/osvitnya-diyalnist/osvitni-programi/
2 – Purpose of the educational program	
Training highly qualified, successful, sociable specialists capable of identifying and solving complex tasks and problems in the field of management and administration, which involve the implementation of administrative influences and the implementation of innovations in conditions of uncertainty, use of modern technology and management tools, as well as the ability to conduct scientific research and make informed management decisions	
3 – Characteristics of the educational program	
Subject area (field of knowledge, specialty), description	**Discipline** D Business, Administration and Law **Specialty** D 3 Management **Objects of study** : management of organizations and their divisions. **Learning objectives:** training of specialists capable of identifying and solving complex tasks and problems in the field of management or in the learning process, which involve conducting research and/or implementing innovations and are characterized by uncertainty of conditions and requirements.

	Theoretical content of the subject area: - paradigms, laws, patterns, - principles, historical prerequisites for the development of management; - concepts of systemic, situational, adaptive, anticipatory , anti-crisis, innovative, project , personnel management, etc.; - functions, methods, technologies and management decisions in management **Methods, techniques and technologies:** - general scientific and specific research methods (computational and analytical, economic and statistical, economic and mathematical, expert evaluation, factual, sociological, documentary, balance, etc.); - methods of implementing management functions (marketing research methods; economic diagnostics methods; forecasting and planning methods; methods of designing organizational management structures; motivation methods; control methods; methods of assessing social, organizational and economic efficiency in management, etc.). - management methods (administrative, economic, socio-psychological, technological); - technologies for substantiating management decisions (economic analysis, simulation modeling, decision tree, etc.). **Tools and equipment:** modern information and communication equipment, information systems and software products used in management.
Orientation of the educational program	The educational and professional program is aimed at developing modern managerial and administrative competencies necessary for effective management of enterprises, organizations and their divisions.
Main focus of the educational program and specialization	General program. Training of management and administration specialists capable of carrying out research and innovation activities. **Keywords:** management, administration, organization, management decisions, innovative development, project management, personnel management , leadership, communications, creativity, international management
Program features	The program is aimed at training modern managers: administrators, administrative management specialists, ready to work in conditions of uncertainty; proactive, creative, responsible, sociable, capable of rapid adaptation. Formation of managers with a new promising way of thinking, capable not only of applying existing management methods, but also of developing new ones based on modern scientific achievements. Special attention is paid to the scientific work of students by involving them in various types of scientific research, as well as through their active participation in conferences, seminars, and other scientific events .
4 – Graduates' employability and further education	
Eligibility for employment	A Master of Management can hold primary positions under the professional titles of jobs of the classification group "Managers (directors) of enterprises, institutions, organizations and their divisions", which are characterized by special professional competencies in

	accordance with the generalized object of activity, according to DKP 003:2010: General Director (chairman, president, other manager) of an association of enterprises (association, corporation, concern, radio company, television company, television and radio company, television and radio , information agency, etc.) – 1210.1; Director (chief, manager, other manager) of a branch (branches) – 1210.1; Director (chief, other manager) of the enterprise 1210.1; Manager (manager) - 1499; Human Resources Manager – 1477.1; Production Director – 1222.1; Head of structural unit - chief specialist - 1229.3; Head (director, chief, etc.) of the department – 1231; Head of Department (independent) - 1229.1; Head of Department (as part of the main department) – 1229.3; Head of Department – 1229.7; Assistant - 2320.2; Junior Research Fellow (Economics) – 2441.1; Assistant to the head of an enterprise (institution, organization) – 3436.1.
Further training	Have the right to continue their studies at the third (educational and scientific) level of higher education - Doctor of Philosophy. Acquisition of additional qualifications in the postgraduate education system
5 – Teaching and assessment	
Teaching and learning	Student-centered , problem-based learning. E-learning in the Moodle system . Problem-based, interactive, project-based , self-developing , collective and integrative, contextual learning technologies; self-study, research-based learning . Teaching and learning methods: - progressive (trainings, problem seminars, business games, debates, project development , creative tasks, master classes, round tables, scientific conferences and seminars); - classical (lectures, seminars, practical classes); - consulting (individual consultations with teachers, assistance in preparing scientific publications, writing a qualification (master's) thesis). - final (publication of scientific research, defense of qualification (master's) thesis), etc.
Evaluation	Assessment of students' academic achievements is carried out on a four-point scale - 4-point national scale (excellent, good, satisfactory, unsatisfactory); 2-level national scale (passed/ failed); 100-point; ECTS scale (A, B, C, D, E, F, FX). Current control - evaluating answers in classes, testing, completing individual tasks, etc. Final control - exams and tests taking into account the accumulated points of the current control. Defense of the qualification (master's)

	thesis.
6 – Software competencies	
Integral competence	The ability to solve complex tasks and problems in the field of management or in the learning process, which involve conducting research and/or implementing innovations 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 at different levels (with experts from other fields of knowledge/types of economic activity); GC3. Skills in using information and communication technologies; GC4. Ability to motivate people and move towards a common goal; GC5. Ability to act based on ethical considerations (motives); GC6. Ability to generate new ideas (creativity); GC7. Ability for abstract thinking, analysis and synthesis.
Professional competencies of the specialty (PC)	SK 1. Ability to select and use management concepts, methods and tools, including in accordance with defined goals and international standards; SK 2. The ability to establish values, vision, mission, goals and criteria by which the organization determines further development directions, develop and implement appropriate strategies and plans; SK 3. Ability for self-development, lifelong learning and effective self-management ; SK 4. Ability to effectively use and develop organizational resources; SK 5. Ability to create and organize effective communications in the management process; SK 6. The ability to form leadership qualities and demonstrate them in the process of managing people; SK 7. Ability to develop projects , manage them, show initiative and entrepreneurship; SK 8. Ability to use psychological technologies in working with personnel; SK 9. Ability to analyze and structure organizational problems, make effective management decisions and ensure their implementation; SK 10. Ability to manage an organization and its development; SK 11 * . Ability to conduct scientific research into effective ways and methods of managing an organization; SK 12 * . Ability to define and implement a business administration system in an organization taking into account modern management technologies; analyze administrative and legal problems, form and justify administrative and legal positions; SK 13 * . Ability to administer and implement innovations in conditions of uncertainty, taking into account risk minimization and justification of management decisions based on their quantitative and qualitative assessment.
7 – Program learning outcomes	
	PRN 1. Critically understand, select and use the necessary scientific, methodological and analytical tools for management in unpredictable conditions;

	PRN 2. Identify problems in the organization and justify methods for solving them
	PRN 3. Design effective organizational management systems;
	PRN 4. Justify and manage projects , generate entrepreneurial ideas;
	PRN 5. Plan the organization's activities in strategic and tactical terms;
	PRN 6. Have the skills to make, justify and ensure the implementation of management decisions in unpredictable conditions, taking into account the requirements of current legislation, ethical considerations and social responsibility;
	PRN 7. Organize and implement effective communications within the team, with representatives of various professional groups and in an international context;
	PRN 8. Apply specialized software and information systems to solve organizational management problems;
	PRN 9. Be able to communicate in professional and academic circles in the state and foreign languages;
	PRN 10. Demonstrate leadership skills and the ability to work in a team, interact with people, and influence their behavior to solve professional tasks;
	PRN 11. Ensure personal professional development and planning of one's own time;
	PRN 12. Be able to delegate authority and leadership of the organization (unit);
	PRN 13. Be able to plan and implement information, methodological, material, financial and personnel support of the organization (unit);
	PRN 14. * Be able to develop and implement measures for continuous improvement of the organization's management system on a scientific basis in order to achieve its greatest efficiency and improve the quality of work;
	PRN 15. * Be able to operate with the latest knowledge and achievements in the field of scientific management and business administration, demonstrate original thinking in the process of research activities;
	PRN 16. * Apply the provisions of administrative legislation in specific legal situations; solve complex management and administration tasks, taking into account the requirements of the law, identify legal conflicts and problems, and develop draft regulatory legal acts to eliminate them.
8 – Resource provision for program implementation	
Human resources	Indicators of the level of scientific and professional activity of scientific and pedagogical workers who provide the educational process according to the educational program meet the personnel requirements for ensuring the implementation of educational activities in the field of higher education, approved by the Resolution of the Cabinet of Ministers of Ukraine “On Approval of the Licensing Conditions for the Implementation of Educational Activities of Educational Institutions” dated 12/30/2015 No. 1187 (as amended by Resolution of the CMU No. 365 dated 03/24/2021).

Logistics and technical support	Quantitative and qualitative indicators of material and technical support fully comply with the technological requirements for the material and technical support of educational activities in the field of higher education, approved by the Resolution of the Cabinet of Ministers of Ukraine "On Approval of the Licensing Conditions for the Conduct of Educational Activities of Educational Institutions" dated 12/30/2015 No. 1187 (as amended by Resolution of the CMU No. 365 dated 03/24/2021).
Information and educational and methodological support	The volume, composition and quality of information and educational and methodological support meets the technological requirements for educational and methodological and information support of educational activities in the field of higher education, approved by the Resolution of the Cabinet of Ministers of Ukraine "On Approval of the Licensing Conditions for the Conduct of Educational Activities of Educational Institutions" dated 12/30/2015 No. 1187 (as amended by Resolution of the CMU No. 365 dated 03/24/2021). The educational process is provided with the necessary educational and methodological literature, which is presented in the library and repository of DBTU, and electronic teaching materials in the Moodle system . DBTU has an official website, which contains information about its activities (structure, licenses and certificates of accreditation, administrative, financial, educational, scientific, international activities, internal education quality assurance system, admission rules, contact information, etc.).
9 – Academic mobility	
National credit mobility	The university regulations provide for the possibility of national credit mobility. Credits obtained at other higher education institutions in Ukraine are transferred to the higher education applicant in accordance with the certificate of academic mobility.
International credit mobility	Within the framework of international programs based on bilateral agreements between the State Biotechnological University and higher education institutions and scientific institutions of partner countries .
Education of foreign higher education applicants	According to current legislation on the training of foreign citizens.

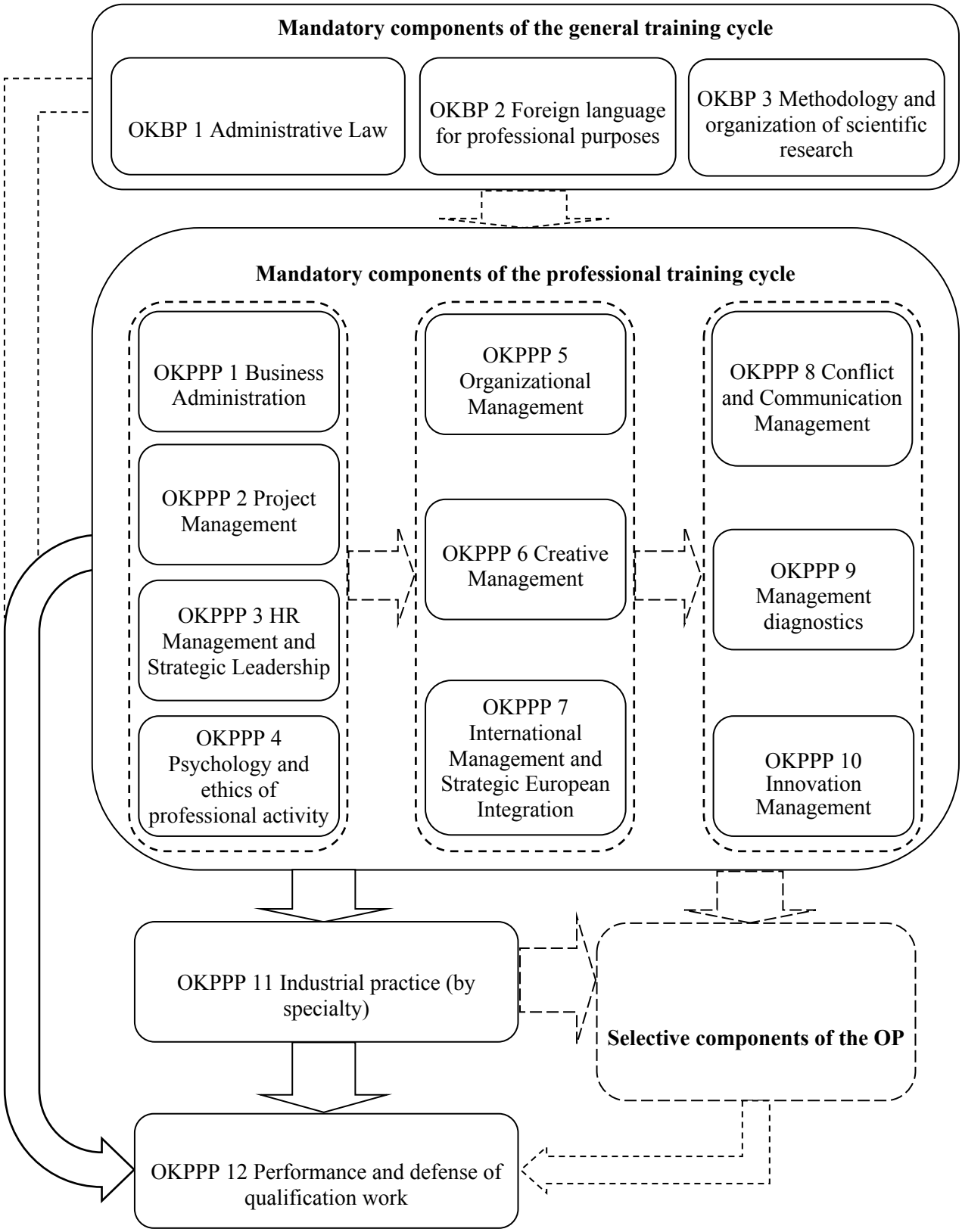
2. LIST OF COMPONENTS OF THE EDUCATIONAL AND VOCATIONAL PROGRAM AND THEIR LOGICAL SEQUENCE

2.1. List of components of the OP

Code n/a	Components of the educational program (courses, course projects (papers), internships, qualification work)	Number of credits	Form control summary
Mandatory components of the OP			
General training cycle			
OKBP 1	Administrative law	3.0	Test
OKBP 2	Foreign language for professional purposes	3.0	Test

OKBP 3	Methodology and organization of scientific research	3.0	Exam
Professional training cycle			
OKPPP 1	Business Administration	6.0	Exam
OKPPP 2	Project management	3.0	Exam
OKPPP 3	HR management and strategic leadership	3.0	Test
OKPPP 4	Psychology and ethics of professional activity	3.0	Test
OKPPP 5	Organizational Management	6.0	Exam/term paper
OKPPP 6	Creative management	4.0	Exam
OKPPP 7	International Management and Strategic European Integration	4.0	Exam
OKPPP 8	Conflict and communication management	4.0	Exam
OKPPP 9	Management diagnostics	4.0	Exam
OKPPP 10	Innovation management	4.0	Exam
Practice			
OKPPP 11	Industrial practice (by specialty)	4.0	Test
OKPPP 12	Completion and defense of qualification work	12.0	
Total volume of mandatory components		**66.0 (73.3%)**	
Gearbox 1	Elective discipline 1	4.0	Test
Gearbox 2	Elective discipline 1	4.0	Test
Gearbox 3	Elective discipline 1	4.0	Test
Gearbox 4	Elective discipline 1	3.0	Test
Gearbox 5	Elective discipline 1	3.0	Test
Total volume of sample components		**24.0 (26.7%)**	
TOTAL SCOPE OF THE EDUCATIONAL AND VOCATIONAL PROGRAM		**90.0 (100.0%)**	

2.2. Structural and logical diagram of the educational and professional program



3. FORM OF CERTIFICATION OF HIGHER EDUCATION GRADUATES

Certification of graduates of the educational and professional program "Management and Administration" is carried out in the form of a public defense of a qualification (master's) thesis and is completed by issuing a document of the established sample on the award of a master's degree with the award of the qualification "Master of Management" in the specialty "Management".

The qualification (master's) thesis should involve solving a complex task or problem in the field of management that requires research and/or innovation and is characterized by the complexity and uncertainty of conditions, using theories and methods of economic science.

The qualification (master's) thesis must not contain academic plagiarism, falsification, fabrication and must comply with the principles of academic integrity.

The defense of the work takes place openly and publicly.

The qualification (master's) thesis is placed in the DBTU repository .

5. MATRIX OF CORRESPONDENCE OF PROGRAM COMPETENCES TO CURRICULUM COMPONENTS

Software competencies	Educational program components														
	OKBP 1.	OKBP 2.	OKBP 3.	OKPPP 1.	OKPPP 2.	OKPPP 3.	OKPPP 4.	OKPPP 5.	OKPPP 6.	OKPPP 7.	OKPPP 8.	OKPPP 9.	OKPPP 10.	OKPPP 11.	OKPPP 12.
ZK1.			+										+	+	+
ZK2.		+					+				+				
ZK3.				+		+					+			+	+
ZK4.						+	+	+	+						
ZK5.		+		+		+	+							+	+
ZK6.			+			+			+				+		+
ZK7.			+						+			+		+	+
SC 1.			+	+		+		+	+	+	+			+	+
SC 2.				+	+	+		+		+				+	+
SC 3.			+			+	+		+						
SC 4.					+	+						+		+	+
SC 5.		+				+	+	+		+	+				
SC 6.					+	+					+				
SC 7.				+	+					+			+		
SC 8.						+	+		+		+				
SC 9.						+		+				+		+	+
SC 10.						+		+	+	+			+		+
SK 11 *.			+			+						+	+		+
SK 12 *.	+			+											+
SK 13 *.												+			+

6. MATRIX OF PROVIDING PROGRAM LEARNING OUTCOMES (PLN) WITH APPROPRIATE COMPONENTS

Program learning outcomes	Educational program components														
	OKBP 1.	OKBP 2.	OKBP 3.	OKPPP 1.	OKPPP 2.	OKPPP 3.	OKPPP 4.	OKPPP 5.	OKPPP 6.	OKPPP 7.	OKPPP 8.	OKPPP 9.	OKPPP 10.	OKPPP 11.	OKPPP 12.
PRN 1.			+			+			+	+		+		+	+
PRN 2.			+			+			+			+		+	+
PRN 3.				+	+			+							+
PRN 4.					+				+				+		+
PRN 5.				+		+		+		+					+
PRN 6.	+					+	+	+		+					+
PRN 7.		+				+				+	+				
PRN 8.				+										+	+
PRN 9.		+								+				+	+
PRN 10.					+	+	+		+		+				
PRN 11.			+			+	+		+					+	+
PRN 12.				+		+		+							
PRN 13.				+		+		+				+		+	+
PRN 14. *			+			+		+						+	+
PRN 15. *			+	+					+				+	+	+
PRN 16. *				+						+				+	+

7. MATRIX OF CORRELATION OF STANDARD-DEFINED LEARNING OUTCOMES AND COMPETENCES

Program learning outcomes	Competencies						
	General competencies						
	ZK1.	ZK2.	ZK3.	ZK4.	ZK5.	ZK6.	ZK7.
PRN 1.	+					+	+
PRN 2.			+				+
PRN 3.	+			+		+	
PRN 4.						+	
PRN 5.							
PRN 6.							+
PRN 7.		+					
PRN 8.			+				
PRN 9.		+					
PRN 10.				+			
PRN 11.							
PRN 12.				+			
PRN 13.			+	+			
PRN 14. *						+	+
PRN 15. *	+						+
PRN 16. *							+

	Professional competencies of the specialty												
	SC 1.	SC 2.	SC 3.	SC 4.	SC 5.	SC 6.	SC 7.	SC 8.	SC 9.	SK 10. m	SK 11 *.	SK 12 *.	SK 13 *.
PRN 1.	+								+				
PRN 2.				+									+
PRN 3.	+				+					+			
PRN 4.				+			+			+			
PRN 5.		+											
PRN 6.	+											+	
PRN 7.					+								
PRN 8.					+								
PRN 9.													
PRN 10.						+		+					
PRN 11.			+										
PRN 12.					+			+		+			
PRN 13.													
PRN 14. *	+				+					+		+	+
PRN 15. *											+	+	
PRN 16. *												+	+