

Master in "Management of Educational Institutions"

Programme title: Master in "Management of Educational Institutions"

Qualification: Master in "Management of Educational Institutions"

Programme Type: 1,5 year programme

Mode of study: Full-time

Target audience: Bachelors and Masters who have basic pedagogical education, perform educational activities at educational institutions (general educational institutions, higher educational institutions, extracurricular institutions) or work at educational centers, education management departments and have experience (at least three years) in management.

Admission requirements: admission requires taking professional examination and examination in foreign language.

The mission of the study programme “Master in Management of Educational Institution” is training highly qualified socially responsible educational managers with universal basic professional knowledge and skills, with innovative way of thinking and culture, with new reference points in life, who are capable of designing acmeological educational area, taking into account new educational developments, the needs of the individual, society and the state, the educational managers who are able to carry out quite broad operational, research, educational and related (administrative, academic, educational, consulting) functions at the highest professional level for various fields of managerial and pedagogical activity in Ukraine.

Educational goals of the programme

The programme’s educational goals are designed to:

- assure training of Masters in Management of Educational Institutions in accordance with the needs of labour market regarding forming competences and improving the quality with the help of educational innovations.
- train highly qualified specialists who are competent in legal and managerial issues of educational activity and who are able to perform the tasks of organization and management of educational process at the higher educational institutions in new conditions at the professional level.
- train highly qualified professionals who are able to find by themselves relevant solutions to the most important strategic objectives of the educational organizations, to develop plans of their development, to monitor the effectiveness;
- acquaint students with effective technologies of management of educational institutions, forming organization structure of an educational institution, to control the execution of measures for planning organization of educational process.
- train highly qualified specialists for educational institutions and establishments who are able to form personnel policy of an educational institution, contingent of persons who studies in this educational institution, to organize staff development of an educational institution, to provide an educational institution with information and communication relations, to monitor the implementation of the chosen strategy.
- develop in students the abilities to carry out supervisory control of an educational institution and its structural subdivisions, to form the organizational culture, to create the appropriate moral and psychological climate among the staff of an educational institution when carrying out joint work.

- develop in students the abilities to manage the educational and economic activities of an educational institution, to carry out self-analysis and to correct personal activities;
- develop in the process of study the skills in control of subdivisions, teams of specialists, projects and programmes, as well as to develop the skills in management of educational organizations;
- develop the graduates as social individuals who are able to solve certain problems and tasks of communication and social activities;
 - improve the teaching skills that enable graduates to continue their study in accordance with the concept of "lifelong learning" in a manner that may be largely self-directed or autonomous.

Structure of the Study Programme

Master in Management of Educational Institutions

	Educational Units and Courses	Semester	Form of Examination, Course Paper	Workload (hours)		ECTS credits*	Lecturer in charge
				Contact Time	Self-Study Time		
1. Mandatory courses							
1.1. General professional courses and practical training							
1	Pedagogical skills of a teacher in higher school	2	Essay, tests, oral presentation	30	60	3	Natalya Volkova, Doctor of science, professor
2	Theory and Management of organization	1	Essay, tests	40	80	4	Volodymyr Momot, Doctor of science, professor
3	The manager of the educational Establishment. Management Training and educational activities	1	Essay, tests, Course paper	50	130	6	Stanislav Sapozhnikov, Doctor of science, professor
4	Philosophy (methods and form of scientific knowledge)	1	Tests, tasks	30	60	3	Denis Proshyn, Candidat of science, associate professor
5	Personnel management	2	Essay, tests	40	80	4	Volodymyr Momot, Doctor of science, professor
6	Foreign language for professional purposes	3	Tests, essay	30	60	3	Marina Kabanova, Candidat of science, associate professor
7	Psychology of management.	2	Tests, tasks	40	80	4	Victoria Bykova, Candidat of

	Facilities of management activities						science, associate professor
9	Theory and Practice of Training in Social Psychology	1	Tests, tasks	30	60	3	Ivan Batrachenko, Doctor of science, professor
10	Newest technologies of educational process organization in higher school	2	Tests, essay	40	80	4	Natalya Volkova, Doctor of science, professor
	Total 1.1			330	690	34	
2. Elective courses**							
2.1. Courses of professional training							
11	Law aspects of education management	3	Tests, essay, presentation	30	60	3	Olena Pushkina, Doctor of science, professor
12	Fundraising in education activity	4	Tests, essay, presentation	30	60	3	Olena Pavlenko, Doctor of science, professor
13	Teaching methods in higher school	2	Tests, cases, tasks	30	60	3	Natalya Volkova, Doctor of science, professor
14	Research methodology in education	1	Tests, cases	30	60	3	Stanislav Sapozhnikov, Doctor of science, professor
	Total 2.1			120	240	12	
2.2 Professional courses and practical training							
15	Professional pedagogical communication	2	Tests, cases	30	60	3	Natalya Volkova, Doctor of science, professor
16	Conflict management in the educational process in higher educational institution	2	Tests, cases, tasks	30	60	3	Stanislav Sapozhnikov, Doctor of science, professor
17	Strategic management in education	3	Tests, tasks, essay	30	60	3	Victoria Bykova, Candidat of science, associate professor
18	Financial management of education institution	3	Tests, cases	30	60	3	Svitlana Kuznetsova, Doctor of science, professor
19	Pedagogic ethics in higher school	4	Tests, cases	30	60	3	Natalya Volkova, Doctor of science, professor
20	Crisis and deformation of teacher's professional development in higher school	4	Tests, cases, tasks	30	60	3	Stanislav Sapozhnikov, Doctor of science, professor

21	Engineering Psychology and Labour Psychology	1	Tests, cases, tasks	50	100	5	Victoria Bykova, Candidat of science, associate professor
	Total2.2					14	
	Total electives					26	
	Total mandatory and electives					60	
	Internship	3, 4			420	14	
	Diploma paper				480	16	
	Total			590	2110	90	

*One ECTS credit = 30 academic hours

**There are no restrictions of choice for students within elective block. The only requirement for the student is to obtain a determined number of credits for elective disciplines.

Intended Learning Outcomes of the programme Master in "Management of Educational Institutions"

The programme provides opportunities for students to develop and demonstrate knowledge and understanding, qualities, skills and other attributes in the following areas:

A Knowledge and understanding	
On successful completion of the programme a student should be able to demonstrate knowledge and understanding of:	Acquisition of IL Os through the following modules (courses):
1) the content and basic provisions of legal, financial and economic aspects of management of educational institution.	Legal aspects of management of educational institution Financial management of educational organizations
2) Fundamental principles of management of educational organizations, as well as their construction and development; General characteristics of strategic management of an educational institution and the role of its head in a modern market economy in the context of globalization;	Fundraising in

<p>3) Theoretical and methodological framework for the management of the statutory activities of the educational institution and the educational process;</p> <p>4) Theoretical foundations of corporate and communicative culture of an educational institution, teacher's skills.</p> <p>5) Methodological approaches, technological support of the educational process at an educational institution.</p>	<p>educational activity</p> <p>Theory and management of an organization</p> <p>Strategic management in education.</p> <p>The psychology of management.</p> <p>Management technique.</p> <p>The head of an educational institution.</p> <p>Management of teaching and educational activities</p> <p>Human resources management</p> <p>Pedagogical skills of a teacher at a higher educational institution;</p> <p>Professional pedagogical</p>
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	<p>communication</p> <p>.</p> <p>Conflict management in educational process</p> <p>Ethics of a teacher at a higher educational institution</p> <p>Crisis and deformations of professional development of teacher at a higher educational institution</p> <p>The latest organization technologies of educational process at a higher educational institution</p> <p>The methodology of academic research in education</p>
Teaching and Learning	Asses

	smen t meth ods
Lectures, workshops, seminars, group work, tutorials, textbooks, monographs, journals, internet sources, e-learning, self-directed and guided study, research projects, contest papers, conducting research on the issue of the diploma paper (individual and guided by the tutor).	Examinations, tests, individual coursework (essays, reports, reviews etc.), seminar and practical-based assessment, presentations and projects, mid-term control works, course papers, diploma paper.
B. Application of knowledge and understanding	
<p>On completion of the programme students will be able to:</p> <p>1. Use professional knowledge and practical skills in "Management of Educational Institution" for the planning and organization of management activity of the head of an educational institution, strategic management of the institution; to implement the variety of techniques and technologies of management activity in practice;</p> <p>2. Implement quite broad operational, research, educational and related (administrative, academic, educational, consulting and so on) functions, for various fields of managerial and pedagogical activities in Ukraine in accordance with the educational and qualification characteristics;</p>	<p>Legal aspects of management of an educational institution, Financial management of an educational organization, Theory and</p>

<p>3. Use knowledge and skills in designing acmeological educational area, taking into account innovative development of education, the needs of the individual, society and the state; creation of image, a favorable moral and psychological climate of an educational institution</p>	<p>management of an organization, Strategic management in education, Technique of management activity, The head of an educational institution.</p> <p>Theory and management of an organization, Strategic management in education, Psychology of management, Technique of management activity, The head of an educational institution.</p> <p>The latest organization technologies of</p>
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	<p>educational process in higher school, Pedagogical skills of a teacher at a higher educational institution Professional pedagogical communication , Conflict management in educational process</p>
Teaching and Learning	Asses smen t meth ods
<p>Practical classes, group work, self-directed and guided study, business games, case studies, workshops, internships, research projects, contest papers, conducting research on the issue of the diploma paper (individual and guided by the tutor).</p>	<p>Examinations, practical tasks, course works, presentations, projects, internship reports, defence of research projects,</p>

	contest papers, defence of diploma paper.
C. Making judgments	
<p>On successful completion of the programme a student should be able to:</p> <p>1) use knowledge of legal, financial and economic aspects of management of educational institution, corporate management, as well as practical skills in strategic management in education, techniques of management activity in order to analyze the opportunities and professionalism of the teaching staff and determining the latest technologies of organization of educational process at an educational institution aimed at training of competitive specialists;</p> <p>2) to collect and analyze information for development and substantiation of management measures regarding the development of an educational institution and assuring an effective educational process at an educational institution;</p> <p>3) to use professionally oriented knowledge and practical skills in management of educational institution in order to perform practical tasks in order to achieve the educational goals and to assure strategic development of an educational institution.</p>	<p><i>Students acquire skills 1–3 during study of all educational subjects. This determines the choice of corresponding methods of teaching and learning as well as assessment methods.</i></p>
Teaching and Learning	Assesment methods
<p>Problem-based learning, projects, workshops, seminars, business games, case studies, internships, research projects, contest papers, writing and publishing research articles, conference reports, conducting research on the issue of the diploma paper (individual and guided by the tutor).</p>	<p>Exams, seminar and practical-based assessment, course works, self-directed and guided study, presentations, cases, research projects,</p>

	<p>defence of research projects, contest papers, defence of diploma paper.</p>
<p>D. Communication skills</p>	
<p>On successful completion of the programme students should be able to:</p> <ol style="list-style-type: none"> 1) to select the most appropriate formulas of speech etiquette in oral and written speech; 2) to use flexibly their own non-verbal repertory for rendering professionally oriented information; 3) to present, to argue and to defend their own concepts and views with the help of various communication instruments in discussion with opponents; 4) to deliver information, ideas, problems and solutions, clearly and unambiguously, to both specialist and non-specialist audiences, promote their ideas in the organization and beyond; 5) to be tolerant of various worldview orientations; 6) to employ communication and management skills, such as establishing relationships, teamwork, conducting negotiations, persuasion skills, speech craft, problem solving, decision making, leadership, teaching others, motivating, creating effective teams taking into account cultural differences, resolving conflict situations; 7) to use information resources of computer technologies (the dialogue „human-computer”) for establishing dialogical communication relations; 8) to establish the subject-to-subject relations with the subjects of communication, in particular with students, their parents, with fellow lecturers, the staff of a HEI, to assure a positive working environment 	<p><i>Students acquire skills 1–4 during study of all educational subjects. This determines the choice of corresponding methods of teaching and learning as well as assessment methods.</i></p> <p>Skills 1, 2, 7, 8 are developed, first of all, in the following courses: professional</p>

	pedagogical communication , conflict management in educational process.
Teaching and Learning	Assessment methods
Seminars, discussions, group work, defence of projects and course works, business games, case studies, internships, defence of contest papers, writing and publishing research articles and conference reports, conference presentations, roundtables, discuss the papers and articles in group and with tutor, defence the diploma paper.	Seminar-based assessment, presentations, course work and project defence, reviewing articles, provide feed back on contest papers, evaluating diploma paper defense.
E. Learning skills On completion of the programme students will be able to: 1) independently and creatively work out theoretical and practical material; 2) independently find important source of information for educational, research and professional needs; 3) produce, process, summarize, analyze and present information in accordance with specific goal; 4) carry out research on the basis of information technology; 5) submit results of their research in the form of scientific articles and conferences reports;	<i>Skills 1-7 are developed in all courses and related to relevant teaching and learning methods and assessment</i>

<p>6) develop obtained learning skills for continuing their study in a manner that may be largely self-directed and autonomous);</p> <p>7) determine the direction and stages of lifelong learning, improve their own professional skills.</p>	<p><i>methods as appropriate. Self-directed learning forms and requirements for independent search and use a wide range of sources are the elements of all courses.</i></p>
<p>Teaching and Learning</p>	<p>Assessment methods</p>
<p>Self-directed learning forms, University library, ICT packages, conducting research (individual and guided by the tutor), writing research papers and diploma paper.</p>	<p>Assessment of learning skills is accomplished through a range of methods, which include self-directed learning forms assessment, coursework, essays, projects, presentations, tests, exams,</p>

	reviewing articles, provide feedback on contest papers, evaluating diploma paper defense.
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Head of the Department of Pedagogy and Psychology

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Doctor of Pedagogy, professor