

# **SYLLABUS OF THE COURSE**

## **Regional and administrative management**

**Higher education level** the first (bachelor's).

**Specialty** 281 Public management and administration.

**Educational program** Public management and administration.

**Course status** – mandatory.

**Lecturer of the Department of Management and Public Administration** Aleinikova O.V.,  
Professor of the Department of Management and Public Administration.

### **1. Annotation of the course**

**Semester:** 6.

**Module volume:** total number of hours – 90, from them: lectures – 24 hours, practical – 30 hours, independent work – 30 hours; number of ECTS credits – 3.

**The purpose of the course** – to master the theoretical and methodological knowledge and practical skills in the field of regional and administrative management, designed to promote the effective implementation of state regional policy and the formation of competencies: the ability to learn and master modern knowledge; ability to preserve and increase moral, cultural, scientific values and achievements of society based on understanding the history and patterns of development of the subject area, its place in the general system of knowledge about nature and society and in the development of society, techniques and technologies, use different types and forms of physical activity for active recreation and a healthy lifestyle; ability to work in a team; ability to plan and manage time; ability to social interaction, cooperation and conflict resolution.

#### **Learning outcomes of the course:**

*know:* the structure and features of the functioning of public administration and administration; know the standards, principles and norms of activity in the field of public administration;

*able to:* understand and use technologies for making, making and implementing management decisions;

*have skills:* to use data from statistical reporting, accounting and special research in professional activities;

*able to:* apply quality control methods in the field of professional activity.

**Required educational components (prerequisites, co-requisites and post-requisites):** EU administrative systems, state economic regulation and economic policy, strategic management, public service.

**Course content:** Topic 1. Regional-administrative management: subject, tasks, goals and functions. Topic 2. Economic principles of regional and administrative management. Topic 3. Social and socio-cultural principles of regional-administrative management. Topic 4. Legal bases of regional-administrative management in Ukraine. Topic 5. State regulation of regional development. Topic 6. Administrative and territorial management in the context of decentralization. Topic 7. Management of urban agglomerations in the context of innovative regional development. Topic 8. Regional concepts of sustainable development. Topic 9. Management of financial resources of regions. Topic 10. Management of natural resources and environmental protection. Topic 11. Anti-crisis regional and administrative management.

**Forms of final control:** exam (semester 6).

**Tools for diagnosing learning success:** individual tasks (exercises), list of questions, sets of test tasks for current (thematic), modular and final controls.

**Language of instruction:** Ukrainian, English.

## 2. Evaluation

### Distribution of points received by students

Current assessment and independent work					MK (tests)	Current assessment and independent work						MK (tests)	Exam	Sum
T 1	T 2	T 3	T 4	T 5		T 6	T 7	T 8	T 9	T 10	T 11			
6	6	6	6	6	10	6	6	7	7	7	7	10	10	100

### Distribution of points in the course

Types of evaluation	T1	T2	T3	T4	T5	T6	T7	T8	T9	T10	T11	Total
Presentation at the practical lesson	2	2	2	2	2	2	2	2	2	1	1	20
Individual tasks	3	3	3	3	3	3	3	3	2	2	2	30
Current (thematic) control	1	1	1	1	1	1	1	2	3	4	4	20
Modular control	10					10					20	
Exam	10											10
<b>Всього з дисципліни</b>												<b>100</b>

#### Exam evaluation criteria:

The exam is conducted in the form of testing in a modular environment of the educational process: 20 questions of 0.5 points for each question.

### Compliance with the scales for assessing the quality of study material

Score on the national scale for the exam, CP, TP / test	Score in points	Score on the ECTS scale	Explanation
<b>Perfectly/credited</b>	90-100	<b>A</b>	<b>Excellent</b> (excellent performance with only a small number of errors)
<b>Fine/credited</b>	82-89	<b>B</b>	<b>Very good</b> (above average with multiple errors)
	74-81	<b>C</b>	<b>Good</b> (in general, correct execution with a certain number of significant errors)
<b>Satisfactory / credited</b>	64-73	<b>D</b>	<b>Satisfactory</b> (not bad, but with a significant number of shortcomings)
	60-63	<b>E</b>	<b>Enough</b> (performance meets minimum criteria)
<b>Unsatisfactorily/ not credited</b>	35-59	<b>FX</b>	<b>Unsatisfactory</b> (with the possibility of re-assembly)
	0-34	<b>F</b>	<b>Unsatisfactory</b> (with mandatory re-study of the course)

## 3. Course policy:

3.1. Mandatory observance of academic integrity by students, namely:

– independent performance of all types of work, tasks, forms of control provided by the work

program of this course;

- links to sources of information in the case of the use of ideas, developments, statements, information;
- compliance with the legislation on copyright and related rights;
- providing reliable information about the results of their own study (scientific, creative) activities, used research methods and sources of information.

3.2. To obtain a positive assessment of the course, it is necessary to score a total of the minimum number of points (60) for individual tasks (exercises), current (thematic) and modular control.

3.3. In case of untimely performance of works points are reduced.

3.4. Postponement of delivery / re-submission:

– for valid reasons, the work is evaluated without reducing the maximum score, provided that the course lecturer is notified in advance or through the head of the group (documentary) about the reason for the delay and the deadline for the transfer of work;

– without valid reason – with a decrease in the maximum score for work performed.

3.5. When plagiarism is detected, the work is not credited, another individual task or another version of tests for current (thematic) and modular control is issued. For a new work, the maximum score is reduced.

3.6. Missed classes must be completed according to an individual schedule agreed with the course lecturer.