

**NATIONAL AVIATION UNIVERSITY
THE EDUCATIONAL AND SCIENTIFIC INSTITUTE OF
ECONOMY AND MANAGEMENT**

Department of Management of Foreign Economic Activity of Enterprises

Methodical recommendations for organizing students' independent work

academic discipline «Academic Skills of Professional Training»

for students I academic year

(code and name of the direction (specialty) of preparation)

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It has been reviewed and approved
at a meeting of the Department of
Management of Foreign Economic
Activity of Enterprises

Protocol № _____ from «__» ____ 20__ y.
Head of the Department _____ Kyrylenko O.M

Topic 1.

Higher education in Ukraine in the context of the Bologna process. State standard of higher education in Ukraine

Content

1. *Higher education system in Ukraine its features and prospects for development.*
2. *The essence, purpose and objectives of the development of higher education in Europe within the Bologna Process.*
3. *Higher education development tools in the context of the Bologna Process.*
4. *Higher education in Ukraine in the context of the Bologna process.*
5. *Problems of higher education development in the context of the Bologna process.*

Control questions and tasks:

1. What are the positive and negative effects of implementing an independent education policy in Ukraine?
2. What do the imbalances in the placement of higher education institutions mean?
3. What legislation regulates educational activity in Ukraine?
4. Are there certain restrictions for people getting education in Ukraine?
5. What are the subjects of the educational system?
6. What is the structure of the education system?
7. What are the educational levels in Ukraine?
8. What academic degrees do graduates of educational institutions in Ukraine receive?
9. What are the basic principles of educational policy in Ukraine?
10. What are the functions of the educational system in public life?
11. In what priority areas is Ukraine's education system reformed?
12. What are the conditions necessary for the formation of competitive specialists?
13. What is the role of higher education in the formation of competitive specialists?
14. What is the Bologna process?
15. When was the Bologna Declaration signed?
16. How many countries are participants in the Bologna process today?
17. What are the goals of the Bologna process?
18. When did Ukraine become a participant in the Bologna process?
19. Define the European Higher Education Area.
20. What is a three-cycle higher education?
21. What does inclusive education mean?
22. What is the academic mobility?
23. What benefits does the student get from the Bologna process?
24. What tools are used to develop the European Higher Education Area?
25. What is a European credit transfer system?

26. Why is the European credit transfer system necessary?
27. What is an ECTS-credit?
28. What does the workload consist of?
29. How many credits does a student need to get a bachelor's or master's degree?
30. How many ECTS-credits is the first year of study at the university?
31. How many study hours does one ECTS-credit consist of?
32. How many study hours does one ECTS-credit at Ukrainian universities consist of?
33. What is meant by study hours?
34. Is the number of study hours in one ECTS-credit the same for all countries?
35. What is an ECTS-grades?
36. How many points does student need to pass the exam?
37. What does FX and F grade mean?
38. What benefits does the student get from the ECTS?
39. What is a diploma supplement?
40. Who produces the student a diploma supplement?
41. Which organizations set the standards for the Diploma Supplement?
42. What information does the diploma supplement contain?
43. Does the student need to extra pay for the Diploma Supplement?
44. What language is the diploma supplement?
45. What are the benefits of getting a diploma supplement?
46. What is a national qualifications framework?
47. What are the goals of the National Qualifications Framework?
48. What is the European Standards and Guidelines for Quality Assurance of Higher Education?
49. What are the goals of the European Standards and Guidelines for Quality Assurance of Higher Education?
50. What are the principles of the European Standards and Guidelines for Quality Assurance of Higher Education?

Literature

1. Developments in the Bologna Process: Achievements and challenges in the European Higher Education Area Available: https://enqa.eu/wp-content/uploads/2017/05/Developments-in-the-Bologna-Process-and-the-way-forward_Una-Strand-Vidarsdottir.pdf
2. Roberto Cippitani; Suzanne Gatt Legal Developments and Problems of the Bologna Process within the European Higher Education Area and European Integration
3. The European Higher Education Area in 2018 Bologna Process Implementation Report)
4. Bologna Process. (n.d.). Higher education in Ukraine and Bologna process. http://www.ond.flanders.be/hogeronder_wijs/bologna/links/documents/HigherEducation_in_Ukraine_English.pdf
5. Bologna Process. (2007). London Communiqué Towards the European Higher Education Area: responding to challenges in a globalised world. Retrieved from <http://www.dcsf.gov.uk/londonbologna/uploads/documents/LondonCommuniquefinalwithLondonlogo.pdf>

Topic 2.

Legal framework for training of management specialists

Content

1. *The system of state standards of higher education.*
2. *Industry standards of Management.*
3. *Educational qualification characteristics and educational and professional programs of all levels of training in the specialty "Management".*
4. *The legal framework for organizing the educational process in a higher education institution.*

Control questions and tasks:

1. What are educational standards?
2. What elements does the structure of state education standards include?
3. What components does the state standard of education contain?
4. What elements does the industry standard of education contain?
5. What is an educational and professional program?
6. What are the requirements for educational programs in the national educational standard?
7. What is a curriculum?
8. What defines the curriculum?
9. What are the general competencies of managers?
10. What are the professional competencies of managers?
11. What is final certification and in what forms is it being carried out?
12. Who holds the final certification for university graduates?
13. What do Higher education standards of higher education institutions contain?
14. What laws regulate the provision of educational services in Ukraine?
15. Who is the subject of management in higher education institutions?
16. What is the National Agency for Quality Assurance in Higher Education?
17. What are the main functions National Agency for Quality Assurance in Higher Education?

Literature

1. Crosier, D.; Purser, L.; Smidt, H. (2007). Trends V: Universities shaping the European higher education area. European University Association. Retrieved November 28, 2009 from http://www.eua.be/fileadmin/user_upload/files/Publications/Final_Trends_Report_May_10.pdf
2. European Commission. (2009). Evropeiskiy Soyuz – Ukraina: Spivrobotnytstvo u sferi vyshoi osvity [European Union – Ukraine: Cooperation in higher education]. Kyiv: Representative Office of European Commission in Ukraine. Retrieved from <http://www.tempus.org.ua/en/korysnainformacija/publikacii/38-----/download.ht>
3. European Commission. (n.d.). The education sector in Ukraine. Retrieved from http://eacea.ec.europa.eu/tempus/participating_countries/higher/ukraine.pdf
4. Gorobets, A. (2008). An independent Ukraine: Sustainable or unsustainable development. *Communist and PostCommunist Studies*, 41 (1), 93 – 103.

Topic 3.

The role of the graduating department in the training of specialists

Content

1. *The role of the graduation chair in the organization of training of specialists in management.*
2. *Organization of educational process at the university and at the department.*
3. *Organization of educational work at the graduation department.*
4. *Characteristics of compulsory and selective disciplines assigned to the graduating department.*
5. *Organization of individual work with students.*
6. *Organization of research activities of teachers and students, production relations.*

Control questions and tasks:

1. What is the educational process?
2. What are your goals for the educational process?
3. What types of work is the duration of the educational process?
4. How many academic weeks does the academic year contain?
5. What is the duration of the exam session?
6. What is the minimum duration of a student vacation?
7. On what documents is the curriculum developed?
8. What are compulsory and selective academic disciplines?
9. What should be the minimum percentage of compulsory and selective academic disciplines in total ECTS credits?
10. By what date do students have to determine which elective academic discipline they will study?
11. What is a teaching program? What elements does it contain?
12. What is an individual curriculum in which cases is it used in student learning?
13. Who should sign and approve a student's individual curriculum?
14. What are the forms of training?
15. What are the main types of training?
16. What is a lecture and what can it be held?
17. What is a laboratory class and what are its features?
18. What is a practical training?
19. What is a seminar and what are its features?
20. What is an individual lesson and what are its features?
21. When are student consultations held?
22. What is course work?
23. What is a thesis when it is performed and who can be its supervisor?

Literature

1. Crosier, D.; Purser, L.; Smidt, H. (2007). Trends V: Universities shaping the European higher education area. European University Association. Retrieved November 28, 2009 from http://www.eua.be/fileadmin/user_upload/files/Publications/Final_Trends_Report_May_10.pdf
2. European Commission. (2009). Evropeiskiy Soyuz – Ukraina: Spivrobitnytstvo u sferi vyshoi osvity [European Union – Ukraine: Cooperation in higher education]. Kyiv: Representative Office of European Commission in Ukraine. Retrieved from <http://www.tempus.org.ua/en/korysnainformacija/publikacii/38-----/download.ht>
3. European Commission. (n.d.). The education sector in Ukraine. Retrieved from http://eacea.ec.europa.eu/tempus/participating_countries/higher/ukraine.pdf
4. Gorobets, A. (2008). An independent Ukraine: Sustainable or unsustainable development. *Communist and PostCommunist Studies*, 41 (1), 93 – 103.
5. Hofstede, G. (1986). Cultural differences in teaching and learning. *International Journal of Intercultural Relations*, 10, 301-320.

Topic 4.

Organizational structure of higher education institutions. Management and organization of educational process

Content

1. *The particular and types of higher education institutions. The essence of licensing and accreditation of higher education institutions.*
2. *Management of a higher education institutions.*
3. *Organizational structure of universities.*
4. *Practical training of students in the specialty.*
5. *Organization of students' independent work and forms of its control.*

Control questions and tasks:

1. What types of higher education institutions exist in Ukraine?
2. By what criteria are universities awarded national status?
3. What is a research university?
4. What are the basic principles of universities activity?
5. What structural subdivisions can be included in the university?
6. What is a faculty?
7. What is a chair?
8. Who is the subject of management in higher education institutions?
9. In what forms is the educational process organized at the university?
10. What is a student's independent work? What is it for?
11. How do students determine the amount of independent work they do?
12. What is a student's teaching practice? What is it necessary for?
13. In what cases can students be exclusion from the university?
14. Does the university have the right to determine the forms of study and types of training?

Literature

1. Gergely Kováts (2018). The change of organizational structure of higher education institutions in Hungary: a contingency theory analysis *International Review of Social Research*; V.8(1), P. 74–86.
2. Estermann, T., Nokkala, T., Steine, M. (2011): *University Autonomy in Europe II. The Scorecard*. EUA, Brussels. http://www.eua.be/Libraries/publications/University_Autonomy_in_Europe_II_-_The_Scorecard.pdf?sfvrsn=2
3. Polónyi I. (2015): A hazai felsőoktatás-politika átalakulásai (The changes of Hungarian higher education). *Iskolakultúra*. 25(5-6), 3-14. <http://real.mtak.hu/34801/1/01.pdf>
4. Pruvot, E., Estermann, T. (2017): *University Autonomy in Europe III. The Scorecard 2017*. European University Association, Brussels. Scott, W Richard (2008). *Institutions and organizations*. 3rd ed. Thousand Oaks (Ca.): Sage Publication

Topic 5.

Profession "Manager": the content, nature and scope of future professional activity

Content

1. *History of management and managers. The concept of manager and management.*
2. *Features of the manager of lower, middle and higher levels of management of the organization.*
3. *Functions of the manager in the organization.*
4. *Roles of managers in organization.*

Control questions and tasks:

1. What key skills did the manager need during the Industrial Revolution?
2. How has the role of the manager changed today compared to the past?
3. What is management?
4. Can management be regarded as a factor in production? What other factors of production are known to you?
5. What is the most important factor in valuing a company?
6. Who is the manager?
7. What types of managers do you know?
8. What are the management levels in the organization? What are the tasks of managers at each organizational level?
9. What are the key functions of an organization manager?
10. What is the essence of planning? What are the main characteristics of the planning process in an organization?
11. What is the essence of organizing?
12. What is the essence of leading?
13. What is the essence of controlling?
14. What roles does the manager play in the organization?

15. What are the peculiarities of executing the information role of the manager?
16. What is the essence of the interpersonal role of the manager?
17. What they mean *figurehead, leader, liaison roles*?
18. What is the decisional role of manager?
19. What they mean *entrepreneur, disturbance handler, resource allocator, negotiator roles*?
20. What individual qualities does the manager need?

Literature

1. Role of Manager in an Organization. URL: <http://www.yourarticlelibrary.com/management/manager/role-of-manager-in-an-organization/53144>
2. The Levels of Management. URL: <https://www.managementstudyhq.com/levels-of-management-and-functions.html>
3. The Role and Responsibilities of a Manager. URL: <https://www.thebalancecareers.com/what-is-a-manager-2276096>
4. *Mary Tucker-McLaughlin* What Broad Functions Do the Management of an Organization Perform? URL: <https://smallbusiness.chron.com/broad-functions-management-organization-perform-19077.html>

Topic 6.

Student's professional self-determination. Profile of the educational program "Organization Management and Administration"

Content

1. *The purpose of the training program "Organization Management and Administration". Features of the program.*
2. *The competencies of the manager. Hard and soft manager skills.*
3. *Requirements for the personality of the manager.*
4. *Leadership and leadership. Leadership styles. Self improvement.*

Control questions and tasks:

1. What is a manager's skills?
2. Why are management skills important and necessary?
3. What are the types of managerial skills according to Robert Katz?
4. What are technical management skills?
5. What are conceptual management skills?
6. What are human or interpersonal management skills?
7. What are hard and soft management skills? What is the difference between them?
8. Give examples of hard managerial skills.
9. Give examples of soft managerial skills.

10. How can the manager's soft skills be improved?
11. What is leadership?
12. What is the difference between leadership and management?
13. Can leadership be without leadership?
14. What is Leadership Style?
15. What leadership styles do you know?
16. What are the main features of autocratic leadership?
17. What is the essence of a democratic leadership style?
18. What is Laissez-faire leadership style?
19. What is the strategic leadership style?
20. What are the main traits of a strategic style leader?
21. What is a team leadership style? What are the main challenges for team leaders?
22. What is a charismatic leader?
23. What is Transformational Leadership?
24. What is Transformational Leadership?
25. What is the essence of Cross-Cultural leadership style?
26. What are the most important keys to effective leadership?
27. What principles of leadership do you know?

Literature

1. Hard Skills vs. Soft Skills: What's the Difference? URL: <https://www.thebalancecareers.com/hard-skills-vs-soft-skills-2063780>
2. Hard Skills vs. Soft Skills (and How to Use Them on Your Resume) URL: <https://www.jobscan.co/blog/soft-skills-vs-hard-skills/>
3. What Are The Top 7 Competencies Of A Great Manager? URL: <https://www.mtdtraining.com/blog/what-are-the-top-7-competencies-of-a-great-manager.htm>
4. 12 Competencies Every Manager Should Master. URL: <https://thethrivingsmallbusiness.com/manager-competencies/>

Topic 7.

Student's professional self-determination. Educational program “Foreign Economic Activity Management”

Content

1. *The concept of foreign economic activity of the organization.*
2. *Functions and position of manager of foreign economic activities of the organization.*
3. *Educational and professional program "Management of Foreign Economic Activity".*
4. *Self-management.*

Control questions and tasks:

1. What are the basic concepts of foreign economic activity management?
2. What are the main functions of the manager of foreign economic identity in the organization?
3. What are the organizational forms of foreign economic activity in the enterprise?
4. What are the goals and features of the educational and professional program for training foreign economic managers?
5. What are the integral competences of a foreign activity manager?
6. What are the general competencies of the foreign activity manager according to program "Management of Foreign Economic Activity"?
7. What are the professional competences of a foreign activity manager according to program "Management of Foreign Economic Activity"?
8. What are the advantages and disadvantages of the profession of manager of foreign economic activity of the enterprise?
9. What is self-management?
10. What are the main components of the manager's self-management process?

Literature

1. Role of International Managers. URL: <https://www.toppr.com/guides/business-management-and-entrepreneurship/recent-trends-in-management/role-of-international-managers/>
2. BREDMAR, K. 2016. Understanding Management Control and Organisational Sensemaking. Oxford: Chartridge Books Oxfrd, 2016. 150 p. ISBN 978-19-1103-312-7.