



MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION
Federal State Budgetary Educational Institution of Higher Education
«SAINT-PETERSBURG STATE UNIVERSITY OF ECONOMICS» (UNECON)

Approved by the Academic Council

Minutes № 5

«24» 05 2023.



APPROVED BY

Rector of UNECON, Dr. Ec. Sc. Prof.

Igor A. Maksimtsev

2023.

BASIC PROFESSIONAL DEGREE PROGRAMME OF HIGHER EDUCATION

Field of Study	38.03.02 Management
Major (profile)	Business management and digital innovations
Level of higher education	Bachelor's degree
Qualification	Bachelor
Form of training	<i>Full-time</i>
Year of enrolment	2023

Saint Petersburg
2023

CONTENTS

1. GENERAL DESCRIPTION OF THE BASIC PROFESSIONAL DEGREE PROGRAMME (HEREINAFTER- “BPDP”)	3
1.1. General provisions	3
1.2. BPDP structure and contents	3
1.3. Peculiarities of BPDP implementation	4
1.4. Graduates’ professional activities profile	4
1.5. Resource support	9
1.5.1. System-wide requirements to BPDP implementation	9
1.5.2. Staff conditions for the implementation of the BPDP	9
1.5.3. Material and technical, educational and methodological support of the BPDP	10
1.5.4. Financial conditions of BPDP	11
1.6. Socio-cultural environment	11
1.7. Courses’ syllabi of education	11
1.8. Quality assessment of educational activities and training of students on BPDP	12
1.9. Courses’ syllabi	12
1.10. Internship syllabi	13
1.11. Programme for the State Final Attestation	13
1.12. Assessment tools (indicators of competence acquisition)	13
1.13. Methodological materials	14
1.14. Peculiarities of the implementation of the academic programme for persons with disabilities	14
APPENDICE TO THE GENERAL DESCRIPOTION OF BPDP	15
2. CURRICULUM, ACADEMIC CALENDAR	15
3. ANNOTATIONS, COURSE SYLLABI (MODULES)	15
4. INTERNSHIP SYLLABI, RESEARCH WORK SYLLABI	15
5. FINAL STATE ATTESTATION - FSA PROGRAMME	15
6. FUND OF ASSESSMENT TOOLS - FAT	15
7. METHODOLOGICAL MATERIALS	15

1. GENERAL DESCRIPTION OF THE BASIC PROFESSIONAL DEGREE PROGRAMME (HEREINAFTER- “BPDP”)

1.1. General provisions

ACADEMIC PREREQUISITES FOR THE BPDP ENTRANCE

Bachelor’s degree BPDP applicants should have a correspondent level of secondary general education or secondary professional education, or higher education confirmed with a degree certificate evidence.

TERMS AND WORKLOAD OF BPDP COMPLETION:

BPDP workload makes 240 credits, regardless of study mode, training technologies applied, network BPDP implementation, individual study track implementation.

Study workload per one academic year should not exceed 70 credit units, regardless of study mode, training technologies applied, network BPDP implementation, individual study track implementation (excluding extramural studies), for extramural studies – not more than 80 credit units.

Terms of BPDP completion (regardless of training technologies applied):

For Full-time studies, including vacation period after graduation – 2 academic years;

For part-time studies or extramural studies, the term of BPDP completion is extended for at least 3 months and not more than 6 months compared to the full-time studies.

Language of instruction: BPDP is implemented in the governmental language of the Russian Federation (Russian).

1.2. BPDP structure and contents

BPDP structure comprises a compulsory part and a part formed by the participants of the educational relations.

The curriculum reflects BPDP structure, which consists of blocks. The workload of the blocks and parts of BPDP fully corresponds to the values established by FSES of Higher Education.

The curriculum defines the list and sequence of courses (modules), internships, intermediate and final state examination, their workload in credit units and academic hours, the distribution of lectures, practical, laboratory classes and self-study of students. For each course (module) and internship the form of intermediate attestation is indicated. The schedule reflects the distribution of types of learning activities, students' attestation time and holidays by courses of study.

BPDP curriculum and academic calendar are presented in the Appendix.

1.3. Peculiarities of BPDP implementation

Indicator name	Value	Information value
Use of the network form for BPDP implementation	Yes/no	no
Use of e-study form	Yes/no	yes
Use of distance learning technologies	Yes/no	yes
Use of modular principle of the BPDP content and design of curricula	Yes/no	no

1.4. Graduates' professional activities profile

Area of professional activity and scope of internship:

08 Finance and economics (in the areas of: internal and external financial control and audit; financial consulting; risk management; procurement organization; research and analysis of markets for products, services and technologies; promotion and organization of sales of products, services and technologies; project management; controlling and information and analytical support for management decisions; consulting);

06 Communications, information and communication technologies;

07 Specialist in digital transformation of documented areas of the organization's activities.

Types of professional tasks:

- information and analytical;
- organizational and managerial

1.4.1. REQUIREMENT TO THE RESULTS OF BPDP COMPLETION

The following competencies should be developed as a result of completing BPDP.

Universal and general competencies

Competence code and name	Competence acquisition indicator and name
UC-1. Able to search, critically analyze and synthesize information, apply a systematic approach to solve assigned tasks	UC-1.1. Searches for the necessary information based on the results of the analysis of the task at hand
	UC-1.2. Develops options for solving a problem situation based on a critical analysis of available sources of information
	UC-1.3. Selects the optimal solution to the problem, justifying his choice

UC-2. Able to determine the range of tasks within the framework of the set goal and choose the best ways to solve them, based on current legal norms, available resources and limitations	UC-2.1. Understands the basic principles of setting problems and developing solutions
	UC-2.2. Selects optimal ways to solve problems based on current legal regulations, available resources and limitations
UC-3. Able to carry out social interaction and realize his role in a team	UC-3.1. Understands basic aspects of interpersonal and group communications
	UC-3.2. Applies team interaction techniques
UC-4. Able to carry out business communication in oral and written forms in the state language of the Russian Federation and foreign language(s)	UC-4.1. Selects communicatively acceptable style and means of interaction with business partners in oral and written forms in the state language of the Russian Federation and foreign languages
	UC-4.2. Uses dialogue to collaborate in social and professional spheres
UC-5. Able to perceive the intercultural diversity of society in socio-historical, ethical and philosophical contexts	UC-5.1. Demonstrates a tolerant perception of social, cultural and economic differences, respectful and careful attitude towards historical heritage and cultural traditions; consciously chooses value guidelines and civic position
	UC-5.2. Shows in his behavior a respectful attitude towards the historical heritage and sociocultural traditions of various social groups, based on knowledge of the stages of the historical development of Russia in the context of world history and cultural traditions of the world
	UC-5.3. Finds and uses information necessary for self-development and interaction with other people about the cultural characteristics and traditions of social groups, reasoned discusses and solves problems of ideological, social, ethical and personal nature
UC-6. Able to manage his time, build and implement a trajectory of self-development based on the principles of lifelong education	UC-6.1. Builds and implements a personal trajectory based on continuous education and self-development
	UC-6.2. Adequately assesses time resources and limitations and effectively uses these resources for personal/professional development
UC-7. Able to maintain the proper level of physical fitness to ensure full social and professional activities	UC-7.1. Considers the norms of a healthy lifestyle as the basis for full-fledged social and professional activities
	UC-7.2. Selects and uses health-saving physical training techniques to strengthen the body in order to carry out full-fledged professional and other activities

UC-8. Able to create and maintain safe living conditions in everyday life and professional activities to preserve the natural environment, ensure sustainable development of society, including in the event of the threat and occurrence of emergencies and military conflicts	UC-8.1. Carries out operational actions to prevent emergency situations and/or their consequences, including the threat and occurrence of military conflicts
	UC-8.2. Applies theoretical and practical knowledge and skills to create and maintain safe living conditions in the domestic and professional spheres
UC-9. Able to use basic defectological knowledge in social and professional spheres	UC-9.1. Understands the significance and problems of professional and social adaptation of persons with disabilities
	UC-9.2. Promotes successful professional and social adaptation of persons with disabilities
UC-10. Able to make informed economic decisions in various areas of life	UC-10.1. Understands the basic principles of the functioning of the economy and economic development, the goals and forms of state participation in the economy
	UC-10.2. Applies economic and financial planning methods to achieve current and long-term financial goals, uses financial instruments to manage finances in various areas of life, controls economic and financial risks
UC-11. He is able to form an intolerant attitude towards manifestations of extremism, terrorism, and corrupt behavior and counteract them in his professional activities	UC-11.1. Realizes civil rights and consciously participates in the life of society
	UC-11.2. Follows core ethical values while demonstrating zero tolerance for corrupt behavior
GPC-1. Able to apply knowledge (at an intermediate level) of economic theory in solving applied problems	GPC-1.1. Applies mathematical apparatus to solve standard economic problems
	GPC-1.2. Applies knowledge of microeconomic theory at an intermediate level
	GPC-1.3. Applies knowledge of macroeconomic theory at an intermediate level
GPC-2. Capable of collecting, processing and statistical analysis of data necessary to solve assigned economic problems	GPC-2.1. Collects statistical information necessary to solve set economic problems
	GPC-2.2. Processes statistical information and obtains statistically valid conclusions
GPC-3. Able to analyze and meaningfully explain the nature of economic	GPC-3.1. Analyzes and meaningfully explains events in world and domestic economic history

processes at the micro and macro level	GPC-3.2. Analyzes and meaningfully explains current processes occurring in the global and domestic economy
GPC-4. Able to offer economically and financially sound organizational and management solutions in professional activities	GPC-4.1. Identifies the problem and describes it using professional terminology of economic science and based on the results of the situation analysis
	GPC-4.2. Critically compares alternative options for solving set professional tasks, develops and justifies ways to solve them, taking into account the criteria of economic efficiency, risk assessment and possible socio-economic consequences
GPC-5. Able to use modern information technologies and software when solving professional problems	GPC-5.1. Uses modern information technologies and software to solve professional problems
	GPC-5.2. Uses electronic library systems to search for necessary scientific literature and socio-economic statistics
GPC-6. Able to understand the operating principles of modern information technologies and use them to solve professional problems	GPC-6.1. Has the necessary knowledge in the field of information technology and software
	GPC-6.2. Uses methods and software to collect, process and analyze data

Professional competencies

Professional competencies developed in accordance with professional standards:

Professional standard	Generalized labor function	Competence code and name	Competence acquisition indicator and name
06.016 Professional standard "Project Manager in the field of information technology", approved by order of the Ministry of Labor and Social Protection of the Russian Federation dated April 27, 2023 No. 369n (registered by the Ministry of Justice of the Russian Federation on May 25, 2023 N 73455)	IT project management based on received project plans in conditions where the project does not go beyond the approved parameters	PC-2. Planning, organizing the execution of work, completing the project in accordance with the assignment received	PC-2.1. Developing a project schedule, cost estimate and financing plan in accordance with the assignment received
			PC-2.2. Able to carry out operational project management based on the analysis of input data
		PC-3. Identification and analysis of risks in IT projects according to the given assignment	PC-3.1. Based on the analysis of input data and risk identification data, is able to compile and submit a risk register to project stakeholders for approval
			PC-3.2. Based on a qualitative risk analysis of IT projects, he is able to plan work with risks in accordance with the assignment received.
06.012 Professional standard "Product Manager of information technology", approved by order of the Ministry of Labor and Social	Management of a series of IT products and a group of their managers	PC-4. Development of a business development strategy	PC-4.1. Defining items, constructing calculations and forecasts of costs and income for a series of products, developing a pricing policy.

Protection of the Russian Federation dated September 16, 2021 N 636n (registered by the Ministry of Justice of the Russian Federation on October 21, 2021, registration N 65511)			PC-4.2. Determination of cost and income standards for a series of products, preparation and coordination with investors and sponsors of proposals on funding volumes, control of costs and income of a series of products
07.013 Professional standard “Specialist in digital transformation of documented areas of organization”, approved by order of the Ministry of Labor and Social Protection of the Russian Federation dated March 31, 2021 N 192n (registered by the Ministry of Justice of the Russian Federation on April 29, 2021, registration N 63290)	Organizational support for the digital transformation of documented areas of the organization	PC-6. Structuring data and metadata of documented areas of the organization’s activities	<p>PC-4.3. Capable of initiating the formation of patent applications for new technologies created within the framework of products, research of existing technologies, products and organizations on the market as potential assets for acquisition, formation of proposals for the acquisition of third-party assets that are attractive to the goals and interests of the organization, analysis of the business efficiency of the organization’s existing ones assets</p> <p>PC-6.1. Development of organizational measures to ensure the succession of structured data and metadata of documented areas of activity, determination of requirements for information systems for the safety and protection of the company’s digital content</p> <p>PC-6.2. Ensuring the efficiency and correctness of digital transformation of documented areas of the company’s activities</p>

Professional competences formed on the basis of the analysis of professional competence requirements for graduates at labour market, generalization of domestic and foreign experience, consultations with leading employers, employers' associations of the industry in which graduates are in demand, other sources:

Code and name of competence	Competence acquisition indicator and name
PC-1 Able to generate possible solutions based on target indicators developed for them	PC-1.1. Evaluates the business opportunity to implement the solution in terms of selected targets
	PC-1.2. Analyzes stakeholder requirements in terms of quality criteria determined by the selected approaches
	PC-1.3 Defines connections and dependencies between elements of business analysis information
PC-5 Organizational support for digital transformation of documented areas of the organization’s activities	PC-5.1. Development of local regulations and methodological documents on the organization of structured data and metadata of documented areas of activity, determination of the functions of participants in these processes
	PC-5.2. Determination of requirements for information systems of documented areas of activity for the safety and protection of the organization’s digital content

PC-7 Determination of strategy and policy in the field of development and maintenance of a business digitalization management system	PC-7.1. Demonstrates the ability to solve design and economic problems in professional activities, including using information and analytical systems.
	PC-7.2. Capable of applying the basics of machine learning methods when building intelligent systems to support corporate decision making.
PC-8. Justification, based on an analysis of financial and economic risks, of the possibility of business transformation	PC-8.1 Able to analyze the market for credit products for legal entities
	PC-8.2. Able to determine ways for further business development based on analytical data
	PC-8.3. Able to apply modern methods of information analysis to determine strategic objectives of corporate governance

1.5. Resource support

1.5.1. System-wide requirements to BPDP implementation

The University possesses the material and technical support of educational activities (premises and equipment) for the implementation of BPDP in Block 1 "Courses (modules)" and Block 3 "State Final Attestation" in accordance with the curriculum.

Each student during the entire period of study is provided with individual unlimited access to the electronic information and educational environment of the University from any point that has access to information and telecommunications network "Internet" (hereinafter - the "Internet"), both on the territory of the University and outside it.

The electronic information and educational environment of the University provides:

access to curricula, syllabi of courses (modules), syllabi of internships, electronic educational editions and electronic educational resources specified in syllabi of courses (modules), syllabi of internships;

forming an electronic portfolio of students, including the preservation of their papers and grades for these papers;

recording the progress of the educational process, the results of interim certification and the results of BPDP completion;

conducting study sessions, evaluation procedures of learning outcomes, implementation of which is envisaged with the use of e-learning, distance learning technologies;

interaction between participants in the educational process, including synchronous and (or) asynchronous interaction via the Internet.

The functioning of the electronic information and educational environment is ensured by appropriate means of information and communication technologies and the qualifications of the employees who use and support it. The functioning of the electronic information and education environment complies with the legislation of the Russian Federation.

1.5.2. Staff conditions for the implementation of the BPDP

The implementation of BPDP is provided by the teaching staff of the

University, as well as by persons engaged in the implementation of the BPDP on other terms.

The qualifications of the teaching staff involved in the implementation of the BPDP, correspond to the qualification requirements specified in the qualification handbooks, and (or) professional standards (if applicable).

At least 70% of teaching staff of the University, involved in the implementation of the BPDP, and persons involved in the implementation of the BPDP (based on the number of substituted positions, reduced to integer values), conduct scientific, educational, methodological and (or) practical work that corresponds to the profile of the course (module) taught.

At least 5 % of the university teaching staff involved in the implementation of BPDPs and those involved in the implementation of BPDPs on other terms (based on the number of substituted positions reduced to integer values) are managers and (or) employees of other organizations that carry out work in the professional sphere relevant to the professional activity in which graduates are trained (have at least 3 years of work experience in this professional sphere).

At least 60% of the number of university teaching staff and persons involved in the educational activities of the university on other terms (based on the number of substituted rates, reduced to integer values) have a scientific degree (including scientific degree obtained in a foreign country and recognized in the Russian Federation) and (or) an academic title (including academic title obtained in a foreign country and recognized in the Russian Federation).

1.5.3. Material and technical, educational and methodological support of the BPDP

For implementation of BPDPs the University has premises for classes - classrooms equipped with equipment and technical means of training, the composition of which is determined in the syllabi of the courses.

The rooms for students' self-study are equipped with computers with the ability to connect to the Internet and provide access to the electronic information and educational environment of the university.

It is allowed to replace the equipment with its virtual counterparts.

When using printed publications in the educational process, the library fund is equipped with printed publications at the rate of at least 0.25 copies of each of the publications specified in the working programs of courses, programs of internship, per student from the number of persons simultaneously mastering the relevant course, undergoing the appropriate internship.

Students are provided with access (remote access) to modern professional databases and information reference systems, the composition of which is determined in the syllabi of courses and is subject to update (if necessary).

Educational and methodological support is presented in the syllabi of courses and internships.

UNECON has its own collection of electronic textbooks and manuals of the University teachers as part of the electronic catalogue: [HTTP://OPAC.UNECON.RU/](http://OPAC.UNECON.RU/).

1.5.4. Financial conditions of BPDP

The financial support for the implementation of the BPDP is carried out in the amount not lower than the basic standards of costs for the provision of public services for the implementation of higher education programmes – Master's programmes and the values of correction factors to the basic standards of costs, determined by the Ministry of Education and Science of the Russian Federation.

1.6. Socio-cultural environment

University has a socio-cultural environment, which provides solutions to the tasks of social and educational work.

Educational work is carried out to solve the tasks within the framework of the academic programme.

Educational work at the University is carried out in accordance with the documents regulating the order of educational work.

A special place in the system of social and educational work of the Faculty/Institute is occupied by student self-government

1.7. Courses' syllabi of education

The work program of education at St. Petersburg State University of Economics is aimed at developing personality, creating conditions for self-determination and socialization of students based on the sociocultural, spiritual and moral values of the peoples of the Russian Federation and the rules and norms of behavior accepted in Russian society.

Educational methods are based on a combination of different forms of individual, group and mass work in educational activities, methods of influence of the organizer of educational activities on the behavior of students in order to form stable beliefs and certain norms of behavior through explanation, persuasion, advice, example, demand, exercise, competition, control and other forms.

The main directions of educational work at the University are aimed at:

- development of the student's personality based on sociocultural, spiritual and moral values;
- developing students' respect for law and order;
- formation in students of a sense of patriotism and citizenship, respect for the memory of the defenders of the Fatherland;
- formation in students of respect for working people and the older generation;
- formation in students of respect for the cultural heritage and traditions of the peoples of the Russian Federation;
- implementation of scientific and educational professional projects and student initiatives;

- formation of physical culture of students;
- formation in students of a careful attitude towards nature and the environment;
- formation of rules and norms of behavior among students in the interests of the individual, family, and society;
- prevention of destructive behavior of students.

1.8. Quality assessment of educational activities and training of students on BPDP

Quality of educational activities and training of students on BPDP is determined within the system of internal quality assessment of educational activities, as well as the system of external evaluation.

In order to improve the quality of educational activities and students' training on BPDPs, employers and (or) their associations, other legal and (or) physical persons, including scientific and pedagogical staff of the University are involved in regular internal quality assessment of educational activities and students' training on BPDPs.

Assessment of the quality of students' training on academic programmes includes current control of progress, interim and final state attestation of students.

As part of the internal system of quality assessment of educational activities on BPDPs, students are provided with the opportunity to assess the conditions, content, organization and quality of the educational process as a whole and individual courses (modules) and internships.

The internal quality assessment of educational activities includes control and assessment of the conditions and procedures for the implementation of BPDP, assessment of the activities of teaching staff, student satisfaction with the conditions and results of training, accounting of the results of control and assessment in the system of indicators of compliance of the educational activities of the educational organization with the requirements of federal state educational standards, professional standards (if any) and labour market requirements.

The external assessment of the quality of educational activities in BPDP is carried out within the procedure of state accreditation in order to confirm the compliance of the educational activities in the BPDP with the requirements of the FSES of higher education, considering the relevant FSES of higher education.

The external assessment of the quality of educational activities and students' training in BPDP is carried out within the framework of professional and public accreditation conducted by employers, their associations, as well as their authorized organizations, including foreign organizations, or authorized national professional and public organizations, members of international structures, in order to recognize the quality and level of graduate training that meet the requirements of professional standards (if any), labour market requirements.

1.9. Courses' syllabi

Courses syllabi determine the content, scope and order of study and teaching

of a discipline, its section or part. Courses syllabi are developed on the basis of FSES VO 3++ in the relevant fields/specialties and in accordance with the approved in the prescribed manner curricula.

1.10. Internship syllabi

When implementing the study programme, the following internship areas are envisaged:

Educational internship (introductory practice);

Industrial internship (technological practice);

Industrial internship (undergraduate practice).

Internship programmes are a set of documents and are presented as an Annex.

1.11. Programme for the State Final Attestation

SFA includes the preparation for the defence procedure and the defence of the graduation qualification thesis.

The programme includes the requirements for the final qualification theses and the procedure of their performance, as well as the criteria for assessing the results of the defence of the final qualification theses. The Programme is updated annually.

The SFA Programme is presented in the in the Appendix.

1.12. Assessment tools (indicators of competence acquisition)

Assessment tools are presented in the form of a fund of assessment tools (hereinafter - FAT) for current control, interim certification and for the FSA.

FAT for the interim attestation of students on the course or internship, which is a part of the relevant syllabus of the course or internship syllabus, includes the following:

- the list of competences with the indication of the stages of their formation in the process of training on the program;

- the description of the indicators and criteria for assessing the competences at different stages of their formation, the description of the assessment scales;

- model control tasks or other materials necessary to assess the knowledge, skills and (or) activity experience, characterizing the stages of competence formation in the process of mastering the educational programme;

- methodological materials defining evaluation procedures for knowledge, skills and (or) activity experience, characterizing the stages of competence formation.

Indicators and criteria for assessing the formation of competencies at various stages of their formation, assessment scales and procedures are determined for each learning outcome of the discipline or internship.

FAT for intermediate certification shall be designed as annexes to the working programme of the discipline, to the programme of internship.

The assessment forms for intermediate certification shall include:

- the list of competencies to be mastered by the students as a result of mastering the educational program;
- description of the indicators and criteria for assessing the competencies, as well as assessment scales;
- standard control tasks or other materials necessary to assess the results of the educational programme;
- methodological materials defining the assessment procedures for the results of the educational programme.

Assessment tools are presented as an Appendix to the FSA Programme.

Assessment tools are presented in the Annex to BPDP.

1.13. Methodological materials

Methodological materials are presented in an Appendix to the BPDP.

1.14. Peculiarities of the implementation of the academic programme for persons with disabilities

If there are persons with disabilities in the enrollment of students in BPDP, the University shall provide disabled people and persons with disabilities (at their request) the opportunity to study in BPDP, considering the features of their psychophysical development, individual capabilities and, if necessary, ensuring the correction of developmental disorders and social adaptation of these persons.

The period of education in BPDP (regardless of the applied educational technologies) when studying according to an individual curriculum for disabled people and persons with disabilities may be increased at their request by not more than 6 months compared with the period of education, established for the relevant form of education.

Students with disabilities and persons with disabilities shall be provided with printed and (or) electronic educational resources in forms adapted to their disability.

APPENDICE TO THE GENERAL DESCRIPTION OF BPDP

Appendix A. Review of BPDP and its structural units. Statement on the relevance of the master's basic professional degree programme to labour market requirements and the employee's qualifications.

2. CURRICULUM, ACADEMIC CALENDAR

3. ANNOTATIONS, COURSE SYLLABI (MODULES)

4. INTERNSHIP SYLLABI, RESEARCH WORK SYLLABI

5. FINAL STATE ATTESTATION - FSA PROGRAMME

6. FUND OF ASSESSMENT TOOLS - FAT

7. METHODOLOGICAL MATERIALS