



Sulkhani-Saba Orbeliani
UNIVERSITY

Master's educational program

Name of the program	Public Administration/Public Administration
Head of the program	Liana Giorgadze, Giorgi Goradze
language of instruction	Georgian
Qualification to be awarded	Master of Public Administration/Master of Public Administration
Program volume in credits	<p>Master's degree program is built ECTS system. On the basis of, it's about the student oriented and is based on of a student academic load, which necessary educational program goals to achieve.</p> <p>of public administration Master's degree educational program includes 120 ECTS credit, per year – 60 credit, in the semester – 30 credit. Accordingly, Master's degree program standard duration 2 this year so 4 semester amounts to.</p> <p>of a student individual from the load based on, per year credits quantity it is possible let it be 60 – on less or more, But No mostly 75 – Isa.</p>
Program approval date and protocol number	14.02.2020 No. 03-20
Program update date and protocol number	08.09.2023 No. 04-23

Purpose of the program

The purpose of the master's program in public administration is to:

- to buy for the student multidisciplinary, Deep and systematic knowledge of public administration, its SA constitutional foundations, legal instruments for the implementation of public administration, public finance management, organizational structure and management of public institutions, about the basic values and principles of public administration, as well as the ethical standard;
- To provide the student with deep and systematic knowledge of Georgia the national and regional importance of state organization, functioning of local self-government, the European integration process of Georgia, as well as the basic principles of the functioning of the European Union as an organization, to form practical skills of working with legal

acts of the European Union, thus they will make a significant contribution to the process of European integration of the country;

- To form a high ethical Having values and standards Professional and Conscientious Public managers and employees who will be able to contribute to the effective operation of the public administration system, to participate in its sustainable development;
- to the studentTo acquire in-depth analysis of public administration problems and through academic writing and social research techniques, to be able to plan and implement academic research on public administration issues.

learning outcomes

Knowledge and understanding

Graduate:

- (A) Deeply understands the functions of public administration in a democratic and socio-legal state, the constitutional foundations of public administration and the legal instruments for its implementation, the manner and process of decision-making in the field of public administration, the types of administrative proceedings, principles and basic forms of public body activity, public finance management mechanisms, public institutions modern models of organizational structure and management, critically considers complex problems in the field of public administration and administrative law;
- (B) owns the system information of Georgiathe main aspects of state organization,of Georgia About the constitutional status and rights and duties of state bodies, the structure and functions of local self-government and its relationship with the central government, issues related to Georgia's European integration, the main aspects of Georgia-EU cooperation and current problems;

ability

Graduate:

- (C) It comprehensively assesses the problematic issues of public administrationand determines will reveal the optimal ways of their solutionunethical actions in the public service, identifies persons performing unethical actions and protects the interests of the public service in order to ensure an ethical environment;
- (D) Analyzes the process of cooperation between the European Union and Georgia and its subsequent results, defines correctlythe purpose of the country's integration into the European and Euro-Atlantic structures to ensure a better public administration system;
- (E) drafts various administrative acts, plans and participates in proceedings defined by legislation to resolve a specific issue in the field of public administration, discusses with the academic and professional communityon issues related to public administration and representsindependently plans and carries out research in the field of public administration with the help of academic writing techniques;

Responsibility and autonomy

Graduate:

- (F) uses the acquired knowledge in daily processes and independently makes important decisions in the public service, following the values, principles and general rules of ethics of the public service;
- (G) By using his professional knowledge, he makes a significant contribution to the formation of the modern system of public administration and its future development.

Prerequisite for admission to the program

The public administration master's educational program is carried out on the basis of the results of common master's exams and intra-university exams or in the cases specified by the law of Georgia on higher education, in accordance with the established rules, on the basis of administrative registration and the order of the rector. Internal university exams show the general level of knowledge within the chosen specialty and the B2 level of English. The issues/tests of intra-university interviews and exams and the criteria for evaluating students' knowledge will be posted on the university's website at least one month before the exams (<http://www.sabauni.edu.ge>).

It is possible to enroll in the public administration master's educational program on a mobility basis twice a year, within the deadlines established by the Ministry of Education and Science of Georgia, following the mandatory procedures and rules established by the university.

Enrollment in the public administration master's educational program, or enrollment in the manner of transfer from a recognized higher educational institution of a foreign country, is carried out based on the decision of the Ministry of Education and Science of Georgia.

Candidates who have a certificate of English language proficiency at the B2 level, as well as candidates who have completed a bachelor's or master's educational program in English for at least one full semester, are exempted from English language testing. candidate, which represents the B2 level of the English language or Other certificates proving knowledge at B2 level, namely: FCE; IELTS- 5.5-6.5; TOEFL Paper 513-547; TOEFL CBT-183 – 210; TOEFL IBT- 65-78

Note: All the above certificates must be valid at the time of application and the applicant must be able to present it. Expired documents will not be considered.

teaching-learning method

☒ lecture ☒ Working in a working group ☒ practical work ☒ seminar ☒ Teaching with electronic resources
☐ e-learning ☐ other

Student knowledge assessment system

The assessment of the level of achievement of the student's learning results in the educational component of the educational program includes assessment forms - intermediate (one-time or multiple) and final assessment, the sum of which represents the final assessment (100 points).

Intermediate and final assessment (assessment forms) includes assessment component(s) that determine the method/methods of assessing the student's knowledge and/or skills and/or competencies (oral/written exam, oral/written survey, homework, practical/theoretical work, etc.) .). The assessment component combines uniform assessment methods (test, essay/essay, demonstration, presentation, discussion, performance of practical/theoretical task, working in a working group, participation in discussion, solving a case study, etc.). The assessment method/methods are measured by the assessment criteria or the measuring unit of the assessment method, thereby determining the level of achievement of the learning outcomes.

Each evaluation form and component has a specific share in the final evaluation from the total evaluation score (100 points), which is reflected in the specific syllabus and is communicated to the student at the beginning of the academic semester.

Credit may not be awarded using only one form of assessment (interim or final assessment). Credit is given to the student only if he receives a positive assessment.

During the implementation of the educational program, the specific share of the minimum competence limit of the student's intermediate and final assessment is reflected in a specific syllabus and is communicated to the student at the beginning of the study semester. evaluation system lets go:

Five types of positive evaluation:

(A) Friad	91-100 assessment points;
(B) very good	81-90 points of the maximum assessment;
(C) OK	71-80 points of the maximum assessment;
(D) satisfactory	61-70 points of the maximum assessment;
(E) Sufficient	51-60 points of the maximum assessment.

Two types of negative evaluation:

(FX) failed	41-50 points of the maximum assessment, which means that the student needs more work to pass and is allowed to take an additional exam once with independent work;
(F) intercepted	40 points of the maximum assessment and less, which means that the work done by the student is not enough and he has to study the subject anew.

Assessment forms and components

Assessment forms and components	maximum score
Intermediate assessment, including:	70 points
Written/oral survey	30
Intermediate written/oral exam	30
Individual homework/presentation	10

Final assessment	30 points
Final written/oral exam	30
all	100 points

In case of acceptance of FX in the training component of the educational program, an additional exam will be scheduled no later than 5 calendar days after the announcement of the results of the final exam. The number of points obtained in the final assessment is not added to the grade received by the student in the additional exam. The grade obtained on the additional exam is the final grade and is reflected in the final grade of the training component of the educational program. In case of receiving 0-50 points in the final evaluation of the educational component, taking into account the evaluation received at the additional exam, the student is assigned an F-0 score.

field of employment

Graduates can be employed in any state institution - Ministry, SSI, SSD, other government organization, any local self-government body, in any position/position of high, medium and low rank, as well as in scientific-research organizations, non-governmental organizations whose activities are in any way Related to public administration research and development.

The possibility of continuing education
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Graduates can continue their studies in foreign and Georgian higher education institutions at the next level of higher education (doctorate) in public administration or another doctoral program, which does not require a master's degree in another direction/specialty as a prerequisite.

Material resources necessary for the implementation of the program

The material resources owned and owned by the university ensure the realization of the goals of the master's educational program and the achievement of the planned learning outcomes:

buildings - The Master's educational program is implemented by the University in TET's 24-hour possession and owned buildings, where sanitary-hygienic and safety norms are observed (alarms are installed in the buildings, there are fire extinguishers, video control is carried out on the perimeter, order is maintained by the university security guard). The building fully meets the technical requirements established for higher educational institutions, is equipped with appropriate equipment and inventory. Auditoriums equipped with equipment (projector, chairs, desks, blackboards, etc.).

library - The university library keeps the printed and electronic materials corresponding to the master's educational program. Zero fund available for students, visiting and academic staff. The library has a reading hall equipped with appropriate equipment (chairs, tables, computers). There is a multifunctional photocopier in the library, which the student can use with the help of a library employee. Three students have the opportunity to use the Internet and international electronic resources in the thin hall (Legislative Bulletin, EBSCO, HeinOnline, ELSEVIER: Scopus, Science Direct, Scival Funding (Funding Institutional)). The university library has an electronic catalog.

Academic staff workspace - A working environment equipped with appropriate inventory and equipment (chairs, tables, cabinets, computer connected to the Internet, multifunction photocopier) is created for the academic staff.

Information and communication technologies - In order to facilitate the implementation and administration of the master's educational program, the university uses information and communication technologies. There is software relevant to the master's educational program, the existing computer equipment responds to modern requirements, is connected to the

Internet and is available to students, academic, visiting and administrative perFor Sonali. Handing out assessments for studentsFor the purpose of accessibility, the administration uses an electronic system for evaluating students' knowledge and organizing teaching to control the academic performance of students and promote the learning process. Through the website of the university, where the catalog of educational programs is posted, related to the implementation of educational programs and conducting the educational process, etc. Information, the university ensures publicity and accessibility of information.

Program structure

The master's program has an educational component, a practical component and a scientific-research component provided for by the legislation of Georgia. To complete the master's program in public administration, the student must accumulate 120 credits, which are distributed as follows: study component 78 credits - 57 credits of mandatory and 21 credits of specialty elective courses, practical component - 12 credits, scientific research component 30 credits - master's thesis.

A student enrolled in the public administration master's education program by the mobility rule may, instead of elective courses, take other courses that he has mastered at another higher education institution, without respecting the number of credits to be accumulated in each module provided by the program. The mentioned rule also applies to the recognition of credits received within the framework of the international exchange program.

A student enrolled in the master's degree program of public administration has the right, in addition to the training courses provided by the mentioned program, to register as an optional component any training course from other master's programs of the university on the qualification of management.

Curriculum of the educational program

No	prerequisite	module/subject	ECTS credit				student study load	
			Iyear		IIyear		Contact hours	independent hours
			semester					
			I	II	III	IV		
Learning component								
Compulsory training courses								
1.	without prerequisites	Public administration and Administrative law	6/150				43	107
2.	without prerequisites	State arrangement of Georgia	6/150				43	107
3.	without prerequisites	Administrative proceedings	6/150				42	108
4.	State arrangement of Georgia	Local Government		6/150			43	107
5.	without prerequisites	Academic Writing		3/75			26	49
6.	Public administration and administrative law	Ethics and integrity in public service		3/75			18	57

7.	without prerequisites	Research methods in public administration			3/75		27	48
8.	Public administration and administrative law	Values and principles of public administration			3/75		20	55
9.	economy	Public finance management		6/150			43	107
10.	without prerequisites	Organizational structure and management of public institutions		3/75			17	58
11.	without prerequisites	Strategic planning and creation of policy documents	6/150				44	106
12.	without prerequisites	Economy	6/150				31	119
Elective courses								
13.	without prerequisites	Electronic governance	6/150	6/150	6/150		43	107
14.	without prerequisites	Association agreement with the European Union and European integration			6/150		42	108
15.	without prerequisites	Public administration control mechanisms	3/75	3/75	3/75		19	56
16.	without prerequisites	Human resources management in public service	6/150	6/150	6/150		43	107
17.	without prerequisites	Public relations	3/75	3/75	3/75		19	56

18.	without prerequisites	Personal data protection law	6/150	6/150	6/150		43	107
19.	without prerequisites	Public and private cooperation	3/75	3/75	3/75		19	56
20.	without prerequisites	Project management	6/150	6/150	6/150		33	117
21.	without prerequisites	Employment policy and labor market	6/150	6/150	6/150		31	119
22.	without prerequisites	Regulatory Impact Assessment	3/75	3/75	3/75		20	55
23.	without prerequisites	Taxes and Fees	3/75	3/75	3/75		19	56
24.	without prerequisites	State procurement law	3/75	3/75	3/75		27	48
25.	without prerequisites	Licenses and Permits	3/75	3/75	3/75		19	56
26.	without prerequisites	Statistics in public service	6/150	6/150	6/150		43	107
27.	without prerequisites	Sustainable Development: Goals and Challenges	3/75	3/75	3/75		19	56
28.	without prerequisites	Environmental management	3/75	3/75	3/75		19	56
29.	without prerequisites	Euro-Atlantic organizations	3/75	3/75	3/75		19	56
30.	without prerequisites	Public administration and anti-corruption policy of the country	3/75	3/75	3/75		18	57

31.	without prerequisites	Comparative public administration	6/150	6/150	6/150		43	107
32.	without prerequisites	Privatization law	3/75	3/75	3/75		20	55
33.	without prerequisites	Economic policy	3/75	3/75	3/75		19	56
34.	State arrangement of Georgia	Organization of state security of Georgia	3/75	3/75	3/75		18	57
35.	without prerequisites	Territorial arrangement of the state, territorial conflicts and Georgia	6/150	6/150	6/150		43	107
36.	without prerequisites	Church and State	6/150	6/150	6/150		30	120
Practical component								
37.	public administration and administrative law; ethics and integrity in public service; public finance management; organizational structure and management of public institutions; strategic planning and creation of policy documents;	Practical clinic			12/300		193	107
38.	public administration and administrative law; ethics and	Public administration practice			12/300		193	107

	integrity in public service; public finance management; organizational structure and management of public institutions; strategic planning and creation of policy documents;							
research component								
39.	academic writing; Research methods in public administration	Master Thesis				30/750	13	737

Mapping program objectives and learning outcomes

Objectives of the educational program	learning outcomes
<p>The purpose of the program is:</p> <p>To provide the student with multidisciplinary, deep and systematic knowledge of public administration, its constitutional foundations, legal instruments for the implementation of public administration, personal data protection and access to public information, basic values and principles of public administration, as well as ethical standards;</p>	<p>(A) Graduate: Deeply understands the functions of public administration in a democratic and socio-legal state, the constitutional foundations of public administration and the legal instruments for its implementation, the manner and process of decision-making in the field of public administration, the types of administrative proceedings, principles and basic forms of public body activity, public finance management mechanisms, public institutions modern models of organizational structure and management, critically considers complex problems in the field of public administration and administrative law;</p> <p>(F) Graduate:</p> <p>uses the acquired knowledge in daily processes and independently makes important decisions in the public service, following the values, principles and general rules of ethics of the public service;</p>
<p>The purpose of the program is:</p> <p>To give the student a deep and systematic knowledge of the state organization of Georgia, the self-government Brief about the functioning of the self-government, the national and regional importance of the European integration process of Georgia, as well as the main principles of the functioning of the European Union as an organization, to form practical skills of working with the legal acts of the European Union, thus they will make a significant contribution to the European integration process of the country;</p>	<p>(B) Graduate:</p> <p>owns the system information of Georgia the main aspects of state organization, of Georgia About the constitutional status and rights and duties of state bodies, the structure and functions of local self-government and its relationship with the central government, issues related to Georgia's European integration, the main aspects of Georgia-EU cooperation and current problems;</p> <p>(D) Graduate:</p> <p>Analyzes the process of cooperation between the European Union and Georgia and its subsequent results, defines correctly the purpose of the country's integration into the European and Euro-Atlantic structures to ensure a better public administration system;</p>
<p>The purpose of the program is:</p> <p>to form professional and conscientious public administrators and employees with high ethical values and standards, who will be able to contribute to the effective operation of the public administration system, to participate in its sustainable development;</p>	<p>(C) Graduate:</p> <p>complexly appreciates problematic issues of public administration and determines will reveal the optimal ways of their solution unethical actions in the public service, identifies persons performing unethical actions and protects</p>

	<p>the interests of the public service in order to ensure an ethical environment;</p> <p>(G)Graduate: By using his professional knowledge, he makes a significant contribution to the formation of the modern system of public administration and its future development.</p>
<p>The purpose of the program is:</p> <p>to the studentTo acquire in-depth analysis of public administration problems and through academic writing and social research techniques, to be able to plan and implement academic research on public administration issues.</p>	<p>(E)Graduate: drafts various administrative acts, plans and participates in proceedings defined by legislation to resolve a specific issue in the field of public administration, discusses with the academic and professional communityon issues related to public administration and representsindependently plans and carries out research in the field of public administration with the help of academic writing techniques;</p>

Program mandatory educational Course and program learning outcomes map

No	module/subject	Course status	Learning outcomes of the program						
			(A)	(B)	(C)	(D)	(E)	(F)	(G)
1.	Public administration and administrative law	D	+					+	+
2.	State arrangement of Georgia	D		+				+	
3.	Administrative proceedings	D	+				+	+	
4.	local government	D	+	+				+	
5.	academic writing	D					+		
6.	Ethics and integrity in public service	D			+			+	
7.	Research methods in public administration	D					+		
8.	Values and principles of public administration	D			+			+	
9.	Public finance management	D	+				+	+	
10.	Organizational structure and management of public institutions	D	+					+	
11.	Strategic planning and creation of policy documents	D	+		+		+	+	
12.	economy	D	+				+	+	
13.	Practical clinic	P						+	+
14.	Master thesis	M	+	+		+	+		+

Course status

I – introductory courses (Introduction)	D - developingCourses (Developing)	P - practical courses (Practical)	M-Master's courses

№	the subject	learning outcomes		
		Knowledge and understanding	ability	Responsibility and autonomy
	University compulsory study courses			
1.	Public administration and Administrative law	+	+	
2.	State arrangement of Georgia	+	+	
3.	Administrative proceedings	+	+	+
4.	Local government	+	+	
5.	Academic Writing	+	+	+
6.	Ethics and integrity in public service	+	+	+
7.	Research methods in public administration	+	+	+
8.	Values and principles of public administration	+	+	+
9.	Public finance management	+	+	
10.	Organizational structure and management of public institutions	+	+	
11.	Strategic planning and creation of policy documents	+	+	+
12.	Economy	+	+	
	Elective courses			
13.	Electronic governance	+	+	+
14.	Association agreement with the European Union and European integration	+	+	+
15.	Public administration control mechanisms	+	+	+
16.	Human resources management in public service	+	+	
17.	Public relations	+	+	
18.	Personal data protection law	+	+	
19.	Public and private cooperation	+	+	
20.	Project management	+	+	+
21.	Employment policy and labor market	+	+	+
22.	Regulatory Impact Assessment	+	+	
23.	Taxes and Fees	+	+	
24.	State procurement law	+	+	+
25.	Licenses and Permits	+	+	
26.	Statistics in public service	+	+	
27.	Sustainable Development: Goals and Challenges	+	+	
28.	Environmental management	+	+	
29.	Euro-Atlantic organizations	+	+	+
30.	Public administration and anti-corruption policy of the country	+	+	+

31.	Comparative public administration	+	+	+
32.	Privatization law	+	+	+
33.	Economic policy	+	+	+
34.	Organization of state security of Georgia	+	+	
35.	Territorial arrangement of the state, territorial conflicts and Georgia	+	+	
36.	Church and State	+	+	
	practical components			
34.	practicalclinic	+	+	+
35.	Public administration practice	+	+	+
	research components			
36.	Master Thesis	+	+	+