Master Educational Program of Public Administration

Title of the Program	Public Administration
Program Director	George Goradze Liana Giorgadze
The language of instruction	Georgian
Qualification Granted	Master of Public Administration
Volume of the educational Program in credits	The Master's program is built on the basis of the ECTS system, is student-centered, and is based on the student's academic load, which is necessary to achieve the goals of the educational program. The Master Educational Program of Public Administration includes 120 ECTS credits, 60 credits per year, 30 credits per semester. Accordingly, the standard duration of the master's program is 2 years or 4 semesters. Depending on the student's individual workload, the number of credits per year may be less or more than 60, but not more than 75.
Date of Program Approval *Protocol Number*	14.02.2020 №03-20
Date of Program Renewal and Protocol Number	25.04.2024 №02-24

Program Objectives

The goal of the Master Program of Public Administration is for graduates to:

- Acquire multidisciplinary, deep and systematic knowledge of public administration, its constitutional regulation, modern concepts, legal instruments of implementation of public administration, human resources

management in the public sector, public finance management, organizational structure and management of public institutions, as well as policy and strategic planning methods;

- Gain deep and systematic knowledge about the state organization of Georgia, the functioning of local 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;
- Form professional and conscientious public administrators and servants with high ethical values and standards, who will be able to promote the effective operation of the public administration system, participate in its sustainable development using innovative approaches;
- Acquire the ability to plan and implement academic research, using academic writing techniques and appropriate research methods, for the purpose of in-depth analysis and solution of public administration problems.

Learning Outcomes

After completing the program, the graduate:

(A) systematically describes the principles, concepts and functions of public administration, constitutional regulation of public administration and legal instruments for its implementation, the manner and process of decision-making in the field of public administration, types of administrative proceedings, principles and basic forms of public body activity, public finance management mechanisms, public modern models of organizational structure and management of institutions, critically considers complex problems in the field of public administration and administrative law;

(B) possesses systematic knowledge of the main aspects of the state organization of Georgia, the constitutional status and rights and duties of the state bodies of Georgia, the structure and functions of local self-government and its relationship with the central government, issues related to the European integration of Georgia, the main aspects and current problems of Georgia-EU cooperation.

(C) comprehensively evaluates the problematic issues of public administration and determines the optimal ways to solve them, reveals unethical actions in the public service and identifies those who commit them, and protects the interests of the public service in order to ensure an ethical environment. Independently assesses risk factors and uses innovative methods to assess, analyze and formulate response mechanisms. critically analyzes the features of the public finance system and looks for effective means of budget realization;

(D) analyzes the process of cooperation between the European Union and Georgia and its subsequent results, correctly defines the destination of the country's integration into the European and Euro-Atlantic structures in order to ensure a better public administration system;

(E) drafts various administrative acts, develops strategic management and policy planning documents, plans and participates in proceedings determined by legislation to resolve a specific issue in the field of public administration, determines effective and efficient communication tools with the public, as well as independently plans in the field of public administration through academic writing techniques and conducts research;

(F) uses the acquired knowledge in daily processes and independently makes important decisions in the public service, following the general rules of public service values, principles and ethics;

(G) By using his professional knowledge, he makes a significant contribution to the formation of the "good governance" system of a democratic state and its future development, taking into account the constitutional order and basic human rights.

Program Admission Requirement

The Master Educational Program of Public Administration is carried out on the basis of the results of common master's exams and intra-university exams or in the cases defined 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. Intra-university exams reveal the general level of knowledge within the chosen specialty and the B2 level of the English language. The questions/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).

Candidate is exempted from the English language test, if he/she have one of the following international certificates proving knowledge of the English language at the B2 level: FCE, IELTS, TOEFL, PBT, TOEFL, CBT, TOEFL, IBT, VERSANT, CERTUS. PEARSON, with appropriate assessments. Also, a candidate who has completed at least one full semester of an undergraduate or graduate education program in English.

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.

It is possible to enroll in the Master Educational Program of Public Administration 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 Master Educational Program of Public Administration, 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.

Teaching and learning methods

☒ Lecture ☒ Working in group ☒ Pratical work ☒ Colloquium ☒ Teaching by electronic resources

☐ e-learning ☒ other

Evaluation system for student's knowledge

In the learning component of the educational program, the evaluation of the level of achievement of learning outcomes by the student includes following assessment forms - Midterm (one-off or multiple) and final examination, the sum of which is the final mark (100 points).

Midterm and final evaluations (evaluation forms) include the evaluation component/components, which determine the evaluation means of a student's knowledge, skills and/or competences (oral/written examination, oral/written testing, homework, practical/theoretical work, etc.). The evaluation component combines the unified evaluation methods (test, essay, demonstration, presentation, discussion, performance of practical/theoretical task, working in a working group, participation in discussions, solving cases, participation in mock trials etc.). The evaluation method/methods are measured

by the evaluation criteria, i.e. by a measurement unit of the evaluation method, which determines the level of learning outcomes achievement.

Out of the total score (100 points), a certain share is assigned for each form and component of assessment in the final evaluation, which is envisaged in the specific syllabus and notified to the student in the beginning of the academic semester. Credit should not be granted using only one form of evaluation (midterm or final evaluation). Credit is earned, if the student receives a positive assessment.

During the implementation of the educational program, the share of the minimum competence threshold of the student's midterm and final evaluations are reflected in the specific syllabus and notified to the student in the beginning of each academic semester. The evaluation system includes:

Five types of positive evaluation:

(A) Excellent	91-100 points of maximum evaluation;
(B) Very Good	81 - 90 points of maximum evaluation;
(C) Good	71 - 80 points of maximum evaluation;
(D) Satisfactory	61 - 70 points of maximum evaluation;
(E) Sufficient	51 - 60 points of maximum evaluation.

Two types of negative evaluation:

(FX) Unsatisfactory	41-50 score of total evaluation, meaning that a student requires more work to pass and is given the right to attempt an additional examination by means of independent work;
(F) Failed	40 and less points that means the work of the student is not sufficient and he/she has to retake the course.

Evaluation forms and components	
Evaluation forms and components	The maximum score
Midterm Evaluation, including:	70 points
1.1	
1.2	
1.3	
Final Evaluation	30 points
Final written/oral exam	30
Total	100 points

In the learning component of the educational program, in case of getting the FX, an additional exam will be appointed within no later than 5 calendar days after announcing the final exam results. The amount of points received in the final evaluation is not added to the evaluation received by a student for the additional examination. The evaluation obtained during the additional exam is the final one and it will be reflected in the final evaluation of the teaching component of the educational program. Considering the evaluation at the additional exam, if a student receives 0-50 points in the final evaluation of the educational component, a student will have F-0 points assigned.

Field of employment

A graduate can be employed in any state institution - Ministry, LEPL, SSA, other government organization, any local self-government body, in any position of high, medium and low rank, as well as in scientific-research organizations, non-governmental organizations, whose activities are any is related to public administration research and development.

Continuous Learning Opportunities

Graduates can continue their studies in foreign and Georgian higher education institutions at the next level of higher education (doctorate) in public administration or other doctoral programs that do not require a master's degree in another direction/specialty as a prerequisite.

Material resources necessary for the program implementation

The material resources available and owned by the Teaching University ensure the realization of the goals of the undergraduate educational Programme and the achievement of the planned learning outcomes:

Buildings and Facilities– The undergraduate education Programme is implemented in the premises owned and operated by the teaching university 24 hours a day, where sanitary and hygienic and safety standards are maintained (the buildings have alarms, fire extinguishers, video monitoring system is in place, and the university security guard is in charge). The building is fully aligned with the technical requirements set for the higher education institution, with auditoriums equipped with proper equipment and inventory (projectors, chairs,desks, boards, etc.) for lectures and practical classes.

Library–The library of the Teaching University holds print and electronic resources relevant to the master degree Programme available to students, invited and academic staff. The library has a reading room equipped with appropriate equipment (chairs, tables, computers). The library has a multifunctional copier that the student can use with the help of a library staff. Students can access the Internet and international electronic resources (Legislative Herald, EBSCO; HeinOnline, Elsevier, UpToDate) .The University Library has an electronic catalog.

Academic Staff Workspace - The academic staff is provided with work space equipped with the appropriate inventory and equipment (chairs, desks, cupboards, internet access, multifunctional copier).

Information and Communication Technologies - To facilitate the implementation and administration of the undergraduate educational Programme, the teaching university uses information and communication technologies. Technical support for Master's degree-related software is available, existing computers respond to modern needs. They are connected to the Internet and are available to students, academic, invited, and administrative staff. Electronic learning management system is used to facilitate students' access to their assessment, control of students' academic performance by the administrative staff and the teaching process. Through the website of the Teaching University, which contains a catalog of educational Programmes and information related to theirimplementation, conduct, etc., Teaching University provides publicity and access to information

Characteristics of Organizing Studies

The Master Educational Program of Public Administration has an educational component, a practical component and a scientific-research component provided 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: compulsory study courses of the main field of study - 102 credits, of which 72 credits include compulsory study courses, 10 credits - a practical clinic, and 20 credits - a research project. The remaining 18 credits a student can choose a study course Both from the elective courses of the main study area of the master's program in public administration, and from any master's program operating at the university.

A student enrolled in the Master Educational Program of Public Administration 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.

№	Precondition	Module / subject	ECTS credits				Academic worload	
			1st year		2nd year		Contact hours	Independent hours
			Semester					
			I	II	III	IV		
	Compulsory courses of the core field of study							
1.	No prerequisite	System of Public Administration and Public Service	6/150				30	120
2.	No prerequisite	State Arrangement of Georgia	6/150				40	110
3.	No prerequisite	Local Self-government		6/150			40	110
4.	No prerequisite	Administrative Proceeding		6/150			42	108
5.	No prerequisite	Ethics and Good Faith in Public Service		3/75			18	57
6.	No prerequisite	Economix	6/150				28	122
7.	Economix	Public Financial Management		6/150			41	109
8.	No prerequisite	Academic Writing			3/75		28	47
9.	No prerequisite	Methods of Research in Public Governance			3/75		21	54
10.	No prerequisite	Human Resource Management in Public Service		3/75			17	58
11.	No prerequisite	Strategic and Political Planning in Public Service			6/150		42	108

12.	No prerequisite	E-governance	3/75				18	57
13.	No prerequisite	Strategic Management and Modern Concepts and Management			6/150		28	122
14.	No prerequisite	European Union Association Agreement and Eurointegration	6/150				41	109
15.	No prerequisite	Sustainable Development and Circular Economy			3/75		16	59
16.	All compulsory courses provided by the program (including I-III semesters)	Practical Clinic				10/250	150	100
17.	All compulsory courses provided by the program, except Practical Clinic.	Research Project in Public Administration				20/500	18	482
	Elective courses of the core field of study							
18.	No prerequisite	Mechanisms of Public Management Control	3/75	3/75	3/75		21	54
19.	No prerequisite	Public Relations	3/75	3/75	3/75		19	56
20.	No prerequisite	Personal Data Protection and Freedom of Information	6/150	6/150	6/150		41	109
21.	Strategic and Political planning in public service	Project Management	6/150	6/150	6/150		29	121
22.	No prerequisite	Employment policy and labor market	6/150	6/150	6/150		29	121
23.	No prerequisite	Taxes and fees	3/75	3/75	3/75		20	55
24.	No prerequisite	State Procurement	3/75	3/75	3/75		26	49

25.	No prerequisite	Licenses and Permissions	3/75	3/75	3/75		17	58
26.	No prerequisite	Statistics in Public Service	6/150	6/150	6/150		41	109
27.	No prerequisite	Management of the Environmental Protection	3/75	3/75	3/75		20	55
28.	No prerequisite	Privatization Law	3/75	3/75	3/75		17	58
29.	No prerequisite	Economic Policy	3/75	3/75	3/75		16	59
30.	No prerequisite	Public-private partnerships	3/75	3/75	3/75		19	56
31.	No prerequisite	Organizational Psychology	3/75	3/75	3/75		17	58

The Goals of Educational Program	Program Learning Outcomes						
	A	B	C	D	E	F	G
Acquire multidisciplinary, deep and systematic knowledge of public administration, its constitutional regulation, modern concepts, legal instruments of implementation of public administration, human resources management in the public sector, public finance management, organizational structure and management of public institutions, as well as policy and strategic planning methods;	√					√	
Gain deep and systematic knowledge about the state organization of Georgia, the functioning of local 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;		√		√			
Form professional and conscientious public administrators and servants with high ethical values and standards, who will be able to promote the effective operation of the public administration system, participate in its sustainable development using innovative approaches;			√				√
Acquire the ability to plan and implement academic research, using academic writing techniques and appropriate research methods, for the purpose of in-depth analysis and solution of public administration problems.					√		

№	Module/Subject	Course status		Program Learning Outcomes						
				A	**B**	**C**	**D**	**E**	**F**	**G**
1.	System of Public Administration and Public Service	D		+			+		+	+
2.	State Arrangement of Georgia	D			+				+	
3.	Local Self-government	D			+				+	
4	Administrative Proceeding	D		+				+	+	
5	Ethics and Good Faith in Public Service	D			+				+	
6	Economix	I	D			+				
7	Public Financial Management	D				+			+	
8	Academic Writing	D						+		
9	Methods of Research in Public Governance	D						+	+	
10	Human Rerource Managementin Public Service	D		+					+	
11	Strategic and Political Planning in Public Service	D						+	+	
12	E-governance	D		+					+	+

13	Strategic Management and Modern Concepts and Management	D		+		+		+		+
14	European Union Association Agreement and Eurointegration	D		+			+		+	+
15	Sustainable Development and Circular Economy	D		+		+		+	+	+
16	Practical Clinic	P	M						+	+
17	Research Project in Public Administration	P	M	+	+	+		+	+	+

Course status

I –Introduction	D - Developing	P - Practical	M- Master

№	Subject	Learning outcomes		
		Knowledge and understanding	Skills	Responsibility and Autonomy
Compulsory courses of the core field of study				
1.	System of Public Administration and Public Service	+	+	
2.	State Arrangement of Georgia	+	+	
3.	Local Self-government	+	+	
4.	Administrative Proceeding	+	+	
5.	Ethics and Good Faith in Public Service	+	+	
6.	Economix	+	+	
7.	Public Financial Management	+	+	
8.	Academic Writing	+	+	+
9.	Methods of Research in Public Governance	+	+	+
10.	Human Rerource Managementin Public Service	+	+	
11.	Strategic and Political Planning in Public Service	+	+	
12.	E-governance	+	+	
13.	Strategic Management and Modern Concepts and Management	+	+	+
14.	European Union Association Agreement and Eurointegration	+	+	
15.	Sustainable Development and Circular Economy	+	+	+

16.	Practical Clinic	+	+	+
17.	Research Project in Public Administration	+	+	+
Elective courses of the core field of study				
18.	Mechanisms of PublicManagement Control	+	+	+
19.	Public Relations	+	+	
20.	Personal Data Protection andFreedom of Information	+	+	
21.	Project Management	+	+	+
22.	Employment Policy and Labor Market	+	+	
23.	Taxes and Fees	+	+	
24.	State Procurement	+	+	
25.	Licences and Permissions	+	+	
26.	Statistics in Public Service	+	+	
27.	Management of the Environmental Protection	+	+	
28.	Privatization Law	+	+	
29.	Economic Policy	+	+	
30.	Public-private Partnerships	+	+	
31.	Organizational Psychology	+	+	+