



Sulkhan-Saba Orbeliani
UNIVERSITY LLC

Bachelor Educational Program

Title of the Program	Public Administration
Program Director	George Goradze Liana Giorgadze
The language of instruction	Georgian
Qualification Granted	Bachelor of Public Administration
Volume of the educational Program in credits	180 ECTS (6 semesters. A semester is composed of 16 weeks. One academic year is divided into two semesters and includes an average of 60 ECTS; however, due to the unique characteristics of the educational program and/or the student's individual study program, the number of credits per year may be less than 60 or more, but not more than 75 (one credit = 25 astronomical hours).
Date of Program Approval	25.04.2024 №02-24
Protocol Number	24.06.2026 №05-26

Program Admission Requirement

Enrollment in the bachelor's program is carried out on the basis of the results of the unified national exams (ranking document) 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.

Enrollment in the undergraduate educational program of Public Administration by mobility is possible twice a year, within the deadlines established by the Ministry of Education, Science and Youth of Georgia, following the mandatory procedures and rules established by the university.

Enrollment in an undergraduate educational program, or enrollment in a transfer manner from a recognized higher educational institution of a foreign country, is carried out based on the decision of the Ministry of Education, Science and Youth of Georgia.

Program Objectives

The goal of the bachelor program of Public Administration is for the graduate to:

- provide broad theoretical knowledge grounded on the European values of public administration foundations, models, systems, principles and institutions, public administration values and ethical standards, main trends and challenges, as well as national and foreign scientific opinion related to public administration, institutional, legal, political and economic basics of public administration, organizational arrangement and forms of activity of administrative bodies, innovative mechanisms and tools, including e-government, needed for making and implementing result-oriented management decisions;
- acquire the ability to apply the theoretical knowledge gained in relation to public administration in practice, to identify, research, analyze problems related to the field of public administration, and to search for traditional and innovative ways to solve them, including through digital technologies;
- develop the ability to argumentative reasoning, form and share conclusions, to respect the constitutional order, human rights, democratic and good governance principles, ethical and professional norms when making result-oriented decisions related to the public administration, as well as on various current issues related to public administration to conduct small-scale research with the supervisor's guidance, ability to communicate, constantly update knowledge.

Learning Outcomes

After completing the program a Graduate:

- A. Discusses the foundations of a public administration, basic models, systems and institutions, forms of organizational arrangement and activity of administrative bodies, main trends and modern challenges of public administration, as well as the necessary mechanisms for their solution;
- B. Understands the values, and ethical standards of public administration, social, legal, political and economic foundations and basic principles of public administration;
- C. Explains the processes of public administration, the main forms and stages of administrative production, the basics of human resources and public finance management;
- D. Identifies problems related to public administration and develops ways to solve them using appropriate research methods;
- E. Compiles administrative-legal documents related to public administration, develops reasoned conclusions and presents them in an appropriate form, including using modern information and communication technologies;
- F. Searches for information in Georgian and English and conducts small-scale research under the supervisor`s direction, following the principles of academic integrity and ethics;
- G. Protects the principles of constitutional order, human rights, democratic and good governance, ethical and professional norms when making decisions related to public administration individually or as a part of a team;
- H. Is focused on following innovations and constantly updating knowledge in the field of public administration.

Teaching and learning methods

☒ Lecture ☒ Working in group ☒ Practical 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 at the beginning of each academic semester. The evaluation system includes:

Five types of positive evaluation:

(A) Excellent	91-100 points;
(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	30
1.2	30
1.3	10

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 of the public administration bachelor's educational program will have the opportunity to work in any position where a bachelor's academic degree is required (except for the bachelor's academic degree of regulated professions) and it is not necessary to pass the state certification exam and/or additional prerequisites provided by the legislation of Georgia.

A graduate of the public administration undergraduate educational program can be employed:

- administrative positions in legislative, executive and judicial authorities;
- in state control bodies;
- In legal entities of public and private law or other non-entrepreneurial (non-commercial) organizations.

Continuous Learning Opportunities

A graduate of the public administration bachelor's educational program is entitled to continue his studies in the higher educational institutions of Georgia or other countries in the public administration master's program, which is focused on the training of a specialist and researcher at the next level.

A graduate student can also continue his studies at a master's program in any direction, if the prerequisite for admission to this program is not limited to a bachelor's degree in another specialty.

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 bachelor 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 university uses information and communication technologies. Technical support for Bachelor'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 their implementation, conduct, etc., Teaching University provides publicity and access to information

Characteristics of Organizing Studies

To complete the bachelor's program in public administration, the student must accumulate 180 credits, which are distributed as follows: university compulsory courses - 18 ECTS; English language component - 18 ECTS, compulsory courses of the main field of study - 126 ECTS, which includes a practical clinic with 6 credits and a bachelor's thesis with 12 credits; Elective study courses of the main field of study - 18 ECTS, From which the student can choose both from the elective courses provided by the program and from any undergraduate program(s) operating at the university.

The foreign language component includes the following courses: Intensive English language course (A1 - A2), English language (B1.1), English language (B1.2), English language (B2).

It is mandatory for the student of the bachelor's program to complete the English language at the B2 level, which corresponds to the study course English language (B2) in the program. After successful completion of English language (B2), the student is obliged to Business Communications (in English), the volume of which is 6 credits.

Allocation to English language courses is made upon enrollment in the undergraduate program. The basis of the distribution is the writing of the level-determining test, which is mandatory for the student.

Based on the assessment results of the level-determining test, students will be allocated to the following English language levels:

- English language (A1-A2)- 21 - 51 ქულა
- English language (B1.1) – 52 - 61 ქულა
- English language (B1.2) – 62 - 71 ქულა
- English language (B2) - 72 - 100 ქულა

Note: A student who scores 0-20 points (A0) on the test will go through an intensive course and start studying for credits at Intensive English language course (A1- A2) level.

The structure of the bachelor's program includes 18 credits of English. If the placement test reaches the initial level of English, the student collects the remaining 6 credits at the expense of program electives in order to reach the end of the program with the specified level of foreign language proficiency - English language (B2).

Those students who, at the stage of enrollment at the university, present one of the following international certificates confirming knowledge of the English language at the B2 level: FCE, IELTS, TOEFL, PBT, TOEFL, CBT, TOEFL, IBT, VERSANT, CERTUS. PEARSON, with appropriate evaluations, are released from the obligation to study English at the university. 18 foreign language credits provided by the structure of the program are collected at the expense of optional subjects.

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.

A student enrolled in a public administration bachelor's educational program on the basis of mobility, instead of the elective courses of different modules, may recognize other courses of the module direction, which he has mastered in another higher educational institution.

Educational Program Curriculum

№	Precondition	Module / subject	ECTS credits						Academic workload	
			1 st year		2 nd year		3 nd year		Contact hours	Independ ent hours
			Semester							
			I	II	III	IV	V	VI		
Leaning outcome										
Compulsory university training courses										
1.	Without prerequisites	Business Communication and Digital Technologies	6/150						29	121
2.	Without prerequisites	Academic Writing					6/150		41	109

3.	Without prerequisites	Special Georgian language course		6/150					28	122
English Language Component										
1.	Without prerequisites	Intensive English Language Course (A1–A2) / English language (A2)	6/150						81/55	69/95
2.	Intensive English Language Course (A1–A2) / English language (A2)	English language (B1.1)	6/150						55	95
3.	English language (B1.1)	English language (B1.2)		6/150					55	95
4.	English language (B1.2)	English language (B2)			6/150				55	95
Compulsory courses of the core field of study										
1.	Without prerequisites	Fundamentals of Management		6/150					29	121

2.	Without prerequisites	Introduction to Political Science	6/150						30	120
3.	Without prerequisites	Fundamentals of Public Administration	6/150						30	120
4.	Fundamentals of Management	Human Resource Management				6/150			26	124
5.	Without prerequisites	Introduction to Law			6/150				28	122
6.	Without prerequisites	Introduction to Constitutional Law		6/150					46	104
7.	Introduction to Constitutional Law; Fundamentals of Public Administration	Law on Public Service					6/150		40	110
8.	Introduction to Law	Human Rights				6/150			40	110
9.	Fundamentals of Public Administration	Fundamentals of Administrative Proceedings				6/150			42	108

10.	Principles of Macroeconomics	Fundamentals of Finance			6/150				29	121
11.	Without prerequisites	Principles of Microeconomics	6/150						29	121
12.	Principles of Microeconomics	Principles of Macroeconomics		6/150					29	121
13.	Without prerequisites	Governance and Administration in Georgia			6/150				28	122
14.	Without prerequisites	Social Science Research Methods			6/150				28	122
15.	Introduction to Political Science	Public Policy				6/150			29	121
16.	Without prerequisites	E-Governance and Cyber Security						6/150	28	122

17.	English language (B2)	Business Communications (in English)					6/150		42	108
18.	Without prerequisites	Financial Accounting					6/150		42	108
19.	Fundamentals of Management; Introduction to Political Science; Fundamentals of Public Administration; Human Resource Management; Introduction to Law; Introduction to Constitutional Law; Law on Public Service; Human Rights; Fundamentals of Administrative Proceedings; Fundamentals of Finance; Principles of Microeconomics; Principles of Macroeconomics Governance and	Practical Clinic of Public Administration						6/150	44	106

	Administration in Georgia;									
20.	Fundamentals of Management; Introduction to Political Science; Fundamentals of Public Administration; Human Resource Management; Introduction to Law; Introduction to Constitutional Law; Law on Public Service; Human Rights; Fundamentals of Administrative Proceedings; Fundamentals of Finance; Principles of Microeconomics; Principles of Macroeconomics; Governance and Administration in Georgia;	Bachelor Thesis						12/300	11	289
Elective courses of the core field of study										

1.	Without prerequisites	European Union - Politics and Institutions				+	+	6/150	28	122
2.	Fundamentals of Management	Risk Management				+	+	3/75	15	60
3.	Fundamentals of Management	Fundamentals of Project Management				+	+	6/150	29	121
4.	Fundamentals of Management	Introduction to Innovation Management				+	+	6/150	29	121
5.	Fundamentals of Management	International Management				+	+	6/150	26	124
6.	Fundamentals of Management	Introduction to Leadership				+	+	3/75	15	60
7.	Fundamentals of Management	Operations Management				+	+	6/150	28	122
8.	Co-condition: English language (B1.2)	Psychology of Work and Organization				+	+	6/150	28	122
Semester			30	30	30	30	30	30		

Year	60	60	60				
Total	180						

Map of the program objectives and learning outcomes

The Goals of Educational Program	Program Learning Outcomes							
	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>
The goal of the bachelor program of Public Administration is for the graduate to: provide broad theoretical knowledge grounded on the European values of public administration foundations, models, systems, principles and institutions, public administration values and ethical standards, main trends and challenges, as well as national and foreign scientific opinion related to public administration, institutional, legal, political and economic basics of public administration, organizational arrangement and forms of activity of administrative bodies, innovative mechanisms and tools, including e-government, needed for making and implementing result-oriented management decisions;	✓	✓	✓	✓				
acquire the ability to apply the theoretical knowledge gained in relation to public administration in practice, to identify, research, analyze problems related to the field of public administration, and to search for traditional and innovative ways to solve them, including through digital technologies;				✓	✓	✓		
develop the ability to argumentative reasoning, form and share conclusions, to respect the constitutional order, human rights, democratic and good governance principles, ethical and professional norms when making result-oriented decisions related to the public administration, as well as on various current issues related to public administration to conduct small-scale research with the supervisor's guidance, ability to communicate, constantly update knowledge.						✓	✓	✓

Map of mandatory training courses and program learning outcomes

№	Module/Subject	Course status		Program Learning Outcomes							
				(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
1.	Business Communication and Digital Technologies	D	P					+			
2.	Academic Writing	D	P						+		

3.	Special Georgian language course	I	D						+		
4.	English language (B2)	M							+		
5.	Fundamentals of Management	I	D	+	+	+	+		+		+
6.	Introduction to Political Science	I	D	+	+						
7.	Fundamentals of Public Administration	I		+	+	+	+		+	+	
8.	Human Resource Management	D		+	+	+	+	+		+	
9.	Introduction to Law	I		+	+		+			+	
10.	Introduction to Constitutional Law	I	D	+	+					+	
11.	Law on Public Service	D		+	+		+	+		+	+
12.	Human Rights	D		+	+			+		+	
13.	Fundamentals of Administrative Proceedings	I	P	+	+	+		+		+	
14.	Fundamentals of Finance	I		+	+				+		
15.	Principles of Microeconomics	D	P	+	+	+	+		+		
16.	Principles of Macroeconomics	D	P	+	+	+	+		+		
17.	Governance and Administration in Georgia	D		+	+	+	+	+	+		
18.	Social Science Research Methods	I	D	+	+	+		+	+		
19.	Public Policy	D		+	+	+	+	+	+		
20.	E-Governance and Cyber Security	D		+	+	+		+	+		+

Map of the learning outcomes of the compulsory and elective courses of the Program

#	Subject	Learning outcomes		
		Knowledge and understanding	Skills	Responsibility and Autonomy
	Compulsory university training courses			
1.	Business Communication and Digital Technologies	+	+	+
2.	Academic Writing	+	+	+
3.	Special Georgian language course	+	+	+
	English Language Component			
4.	Intensive English Language Course (A1–A2) / English language (A2)	+	+	
5.	English language (B1.1)	+	+	+
6.	English language (B1.2)	+	+	+
7.	English language (B2)	+	+	+
	Compulsory courses of the core field of study			
8.	Fundamentals of Management	+	+	
9.	Introduction to Political Science	+	+	+
10.	Fundamentals of Public Administration	+	+	
11.	Human Resource Management	+	+	
12.	Introduction to Law	+	+	
13.	Introduction to Constitutional Law	+	+	
14.	Law on Public Service	+	+	
15.	Human Rights	+	+	
16.	Fundamentals of Administrative Proceedings	+	+	
17.	Fundamentals of Finance	+	+	
18.	Principles of Microeconomics	+	+	
19.	Principles of Macroeconomics	+	+	

20.	Governance and Administration in Georgia	+	+	
21.	Social Science Research Methods	+	+	+
22.	Public Policy	+	+	
23.	E-Governance and Cyber Security	+	+	
24.	Business Communications (in English)	+	+	+
25.	Financial Accounting	+	+	
26.	Practical Clinic of Public Administration	+	+	+
27.	Bachelor Thesis	+	+	+
	Elective courses of the core field of study			
28.	European Union - Politics and Institutions	+	+	+
29.	Risk Management	+	+	
30.	Fundamentals of Project Management	+	+	
31.	Introduction to Innovation Management	+	+	
32.	International Management	+	+	+
33.	Introduction to Leadership	+	+	
34.	Operations Management	+	+	+
35.	Psychology of Work and Organization	+	+	