



საქართველოს ტექნიკური უნივერსიტეტი
GEORGIAN TECHNICAL UNIVERSITY

Approved by
Resolution № 733 of the
Academic Council of GTU
dated July 6, 2012

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Academic Council of GTU
Dated June 20, 2023

Bachelor's Educational Program

Program Title

საჯარო მმართველობა

PUBLIC ADMINISTRATION

Faculty

ბიზნესტექნოლოგიები

Faculty of Business Technology

Program Head/Heads

Professor Shota DOGONADZE

Qualification to be Awarded and the Extent of the Program in terms of Credits

Bachelor of Public Administration

The qualification will be awarded by combining 225 credits of education courses and 15 credits of free components, in case of completion of at least 240 credits.

Language of Teaching

Georgian

Prerequisite for Admission to the Program

The holder of a state certificate confirming complete general education or a document equivalent to it, who is enrolled in accordance with the procedure established by the legislation of Georgia, has the right to study at the bachelor's level.

Program Description

Program volume in credits:

In order to obtain a bachelor's degree in public administration within the framework of the "Public Administration" undergraduate educational program, a student must accumulate at least 240 credits, which ensures the achievement of the program's goals and corresponding learning outcomes at the level of the bachelor's degree descriptor of the Higher Education Qualifications Framework.

The program is made with the ECTS European credit transfer system. 1 credit equals 25 hours, which includes both contact and independent work hours. The program includes education courses (225 credits) and free components (15 credits) relevant to the main field of study.

The volume of each semester is - 30 credits. The duration of the program is 4 years (8 semesters). The academic year consists of 2 semesters. One semester includes 20 academic weeks.

The program consists of mandatory 210 credits, including 22 foreign language credits, within which the student chooses one of the four study courses offered (English, German, French, Russian). Also, practice 5 credits, bachelor's thesis 10 credits. Also, elective courses - 15 credits and free component education courses (15 credits).

Detailed information on the organization of the educational process, the selection of components of the educational program, the assessment of student achievements, the appeal of the assessment of learning results, educational and financial agreements with students, and the accumulation of credits by the student is described in the "Instructions for managing the educational process of the Georgian Technical University", which is posted on the website of GTU.

The student chooses free components (15 credits) from any accredited program of the Georgian Technical University, following the prerequisites for admission to the subject.

The procedure for the completion of the undergraduate research project/thesis and the procedure for conducting and evaluating the practice of GTU students are posted on the GTU web page.

The issue of maintaining academic honesty while completing a bachelor's thesis is regulated by the legal acts of GTU, including the "Procedure for checking the existence of plagiarism of the thesis performed at the Georgian Technical University".

Program Objective

The objective of the educational program is to prepare public administration bachelors who will be competitive in the local and international labor market in accordance with the mission of the Georgian Technical University, who will have a broad knowledge of public service, who will know forms and methods of functioning of state and local self-government bodies, state structures, administration in general, modern forms and systems of management and administration for critical understanding and application in practice.

Learning Outcomes/Competences (general and professional)

Describes current issues in the field of public administration and the structure and functions of modern state bodies, management theories and principles;
Discusses complex issues of public service functioning;
Analyzes the principles necessary for the practical activity of a public servant in accordance with the existing challenges and the actual issues of the functioning of the public service;
Takes part in solving specific tasks of public administration using the forms and methods typical for this field

Implements practical application of modern management methods in public service, commercial and non-governmental sector; preparation of projects and proposals and analytical activities to make appropriate decisions based on the existing statutory documents and instructions, as well as instructions from the head;

For the purpose of professional growth, determines the needs of further learning and carries out it with a high degree of independence;

Collects information using standard and some of the latest methods on citizens' attitudes towards projects planned and implemented by public administration bodies and local self-governments for the purpose of further analysis and correction;

Formulates conclusions to solve some social problems and prepares presentations in a form appropriate to the context, following the principles of ethics;

Prepares reports on challenges faced by organizations and ways to solve problems and communicates the necessary information to colleagues and the public in Georgian and foreign languages using modern information technologies.

Shares the values recognized by the general public, as well as in the field, and the importance of carrying out one's activity in accordance with the principles of ethics.

Methods of Achieving Learning Outcomes (teaching-learning)

Lecture Seminar (group work) Practical Laboratory
 Practice Course work/Project Consultation Independent work

In the learning process, depending on the specifics of a particular study course program, the following activities of the teaching-learning methods are used, which are outlined in the relevant study course programs (syllabi):

Discussion/debate;
Cooperative learning;
Collaborative work
Problem-based learning (PBL)
Case study;
Brain storming;
Demonstration method;
Inductive method
Deductive method
Method of analysis
Synthesis method
Verbal or oral method;
Writing work method;
Explanatory method;
Activity-based learning;
Project development and presentation.

Student's Knowledge Assessment System

The student's knowledge is assessed on a 100-point scale.

Positive grades are:

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

Negative grades are:

- (FX) - Failed to pass – 41-50 points, which means that the student needs more work to pass and is allowed to take an additional exam once with independent work;
- (F) - Failed - 40 points or less, which means that the work done by the student is insufficient and he/she will have to study the subject again.

In case of FX in the component of the educational program, GTU is obliged to schedule an additional exam at least 5 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 educational program component.

In case of receiving 0-50 points in the final exam of the educational component, or if the student fails to overcome the minimum competence limit in the final/additional exam, the student will be assigned a grade of F-0.

The program part of the assessment of the level of achievement of the student's learning results in each component consists of an intermediate assessment and a final exam. The mid-term assessment in turn includes the ongoing activity and the mid-semester exam.

Each assessment form and component have a specific share in the final assessment from the total assessment score (100 points). In particular, the maximum score of the intermediate assessment is no more than 60, and the maximum score of the final exam is no less than 40.

Each form of assessment includes an assessment component/components, which includes an assessment method/methods, and the assessment method/methods are measured by assessment criteria.

The right to sit for the final exam is given to the student who, in the component(s) of the intermediate evaluation, has accumulated at least the minimum positive evaluation in accordance with the program of the education course (at least 30 points in total), and at the same time completed and submitted on time the minimum amount of work defined by the program in the form of documentary material.

Detailed information is available on the GTU web page: "Instructions for managing the educational process at the Georgian Technical University".

Fields of employment

Graduates of the public administration program will be employed in the government, public, and business sectors. They are given a wide field for practical activities: -

- On the position of civil servant in a public institution and organization
- in local self-government bodies
- In any organization in various directions of management and administration
- In the non-governmental sector and international organizations

Opportunities for continuing education

Master's degree educational programs

Human and material resources needed to implement the program

The program is provided with appropriate human and material resources. Auditoriums equipped with technical equipment are used to achieve the learning outcomes provided for in the public administration undergraduate educational program. The program is provided with appropriate manuals and methodical literature. The university library provides students with relevant printed and electronic textbooks, monographs, teaching-methodical and scientific literature, as well as the database of the library's book fund and the electronic catalog posted on the university's website. Additional information about human resources is provided in the attached documents.

Number of attached syllabi: 64