



საქართველოს ტექნიკური უნივერსიტეტი  
GEORGIAN TECHNICAL UNIVERSITY

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

Amended by  
Resolution № 01-05-04/93 of the  
Academic Council of GTU  
dated June 20, 2023

## Master's Educational Program

### Program Title

საჯარო მმართველობა

Public Administration

### Faculty

ბიზნესტექნოლოგიები

Faculty of Business Technology

### Program Head/Heads

Professor Genadi IASHVILI

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

Master of Public administration

Will be awarded in case of completion of at least 120 credits of the educational program

### Language of Teaching

Georgian

### Prerequisite for Admission to the Program

A person with a bachelor's degree or an equivalent academic degree, who is enrolled based on the results of the master's exams (the common master's exam and two exams defined by GTU - "Public Administration" and "English language - level B2"), has the right to study in the master's program. Applicants are exempted from the said exam if they present a document confirming the B2 level of English. The questions/tests of the internal university exams will be posted on the website of the Study Department of GTU <http://gtu.ge/Study-Dep/> at least one month before the start of the exams.

Enrollment in the program without passing the master's exams is possible according to the rules established by the Ministry of Education and Science of Georgia.

## Program Description

The program is compiled using the ECTS system and includes 120 credits. 1 credit is equal to 25 hours, which includes both contact and independent work hours. The distribution of credits is presented in the curriculum of the program. The program lasts 2 years (4 semesters) and includes 120 credits. Educational component - 90 credits, research – 30. One semester includes 20 weeks. During the semester, the student passes one mid-semester and one final exam. If necessary, XX week is devoted to an additional exam. The training process lasts 15 weeks. XVII week is devoted to the thematic project and preparation for the exam, XVIII-XIX week is the final exam.

The research component is evaluated once, during the defense of the master's thesis.

Before the beginning of the semester, the rector of the university issues an order about the course of the academic semester, which will be posted on the web page <http://gtu.ge/Orders>, where there is detailed information for students about the course of the semester, the minimum margin and deadlines. Detailed information about the master's degree is provided in the document "Regulations of the Georgian Technical University on the master's degree", which is posted on the website.

Program structure:

The program includes: compulsory study courses of the relevant content of the main field of study 80 (ECTS) credits, elective courses - 10 (ECTS) credits and a research component - 30 (ECTS).

Research component:

It involves research work aimed at developing the master's student's ability to make independent theoretical and practical reasoning and conclusions.

Completion and defense of the master's thesis - a person who has completed all the educational components provided by the educational program will be allowed to defend the master's thesis. The completed qualifying thesis is the result of the independent research work of the master's student. The submission, public defense and evaluation of the completed qualification paper are performed once, the evaluation is done with 100 points. The evaluation rule and procedure are determined by the "Rule for evaluation of the research component of the master's educational program" approved by the Academic Council of the University on June 26, 2012, by Resolution No. 704.

Before submitting the master's thesis to the defense, the master's student, together with the master's thesis, must submit to the dean a written conclusion of the supervisor, as well as a request to check the presence of plagiarism in the master's thesis.

The plagiarism of the work done at the Georgian Technical University is regulated by "the procedure for checking the existence of plagiarism of the work done at the Georgian Technical University".

## Program Objective

- ✓ To prepare a specialist equipped with deep and systematic knowledge of the field of public administration, competitive for the labor market, in demand, focused on the development of creative ideas, with professional skills of making optimal decisions;
- ✓ To develop the graduate's ability to independently carry out innovative activities and research in state management and public administration organizations, as well as develop a vision for critical understanding, planning and development of the organization's activities in new, original ways.
- ✓ To provide graduates with a solid foundation for further study/research and self-directed professional development using innovative understanding and cutting-edge developments in the field of public administration.

## Learning Outcomes/Competences (general and professional)

Discusses classical and modern theories, approaches, systems, models and various related aspects of organization management and administration;

Critically analyzes innovations and original ideas in the field of management and administration in order to implement them;

Identifies problems related to organization management and develops relevant projects and/or makes decisions;

Is capable of strategic planning of the organization, organizational management and administration, service management;

Conducts research independently in compliance with the principles of academic integrity, presents his/her own conclusions, arguments and research results to both the academic and professional community;

In the process of management and administration of the organization, using strategic approaches, determines the sequence of implementation of measures promoting the development of professional knowledge and practice;

Participates in the development of innovative ideas in compliance with the principle of compatibility with the organization's goal;

Develops appropriate measures for the purpose of improving e-governance and realizing the principles of open governance;

Participates in the process of creating and establishing an environment of respect for personal and civic values, following professional values, ethical principles and accepted norms of morality.

## Methods of Achieving Learning Outcomes (teaching-learning)

Lecture    Seminar (group work)    Practical    Laboratory    Practice     
Course work/project    Master's thesis    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;  
Role-playing and situational games;  
Demonstration method;  
Inductive method  
Deductive method  
Method of analysis  
Synthesis method  
Verbal or oral method;  
Writing work method;  
Explanatory method;  
Activity-based learning;

### 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, an additional exam is prescribed, not less than 5 days after the announcement of the results. The mark obtained in the additional exam is not added to the mark obtained in the final assessment.

Detailed information is provided on the website of Gtu.

### Fields of employment

- In official structures and other public institutions;
- In local self-government bodies and institutions;
- In management positions in the organization;
- In public and non-governmental organizations and others.

## **Opportunities for continuing education**

Doctoral educational programs

## **Human and material resources needed to implement the program**

The program is provided with appropriate human and material resources. Technically equipped auditoriums, the Institute of Public Administration Studies and the Local Government Research Laboratory are used to achieve the learning outcomes provided for in the Master of Public Administration 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: 19**