

Name of the Programme : Public Governance

Language : Georgian

Qualification: Bachelor of Public Governance

ECTS credits: Educational Programme is designed on the base of ECTS system. Oriented to students and based on academic workload which is needed to achieve the goals defined by the programme.

Educational programme of Georgian Philology consists of 240 ECTS, 60 credits per year, 30 credits per semester, so the length of the Programme is 4 years or 8 semesters.

According to students individual workload, it can vary from 60 credits till 75.

The aim of the Programme:

The aim of the educational programme of Public Management is to prepare highly qualified public official for the labor market, those who will be responsible for their duties and modern demands of public officials. Educational programme will provide students with theoretical knowledge and practical skills which is needed for the professional in public and non-commercial sector's administration. To provide students with necessary knowledge of economic, management and law, who will can effective management according to modern demands. The programme aims to develop within students the skills to respect social, ethic and moral values, to have the ability of problem-solving and effective communication. To be able to follow the changes in law and renew his her own knowledge. To be able to communicate with wide range of society.

The aim of the education corresponds to the mission of the teaching university which aims to prepare individual person having the ability to develop according to individual needs and to be a person having the ability of self-realization.

Programme pre-requisites:

To enter the Educational Programme of Public Governance allowed the Georgian citizen student who has graduate successfully general education certificates. Or the equal documents of it on the base of united national exams.

To enter the teaching university without passing united national exam allowed according to Georgian legislation.

Learning outcomes :

- Have the wide knowledge of theories and principles of the field.
- Wide knowledge of modern state structures and their functions and public governance sphere.
- Have the knowledge of theories of Political sciences, political systems, ideologies, and thinking.
- Have the knowledge of main elements of statistics used in economics and governing. Knowledge of management, and the theory and principles of finance and accounting.
- Knowledge of fundamental principles of law, like: about the idea of law state, human right, freedom defense, values of democracy.
- Knowledge of the main principles of public relations.
- Understanding of general regulatory of micro and macro economics for market economics. Main principles of managerial works, specifics of functions of the fields of law.

- Skills to analyze and identify the complex issues of management.
- Knows the appropriate terms in public governance.
- Understand the role of responsibility for the official in the society and organization. Understands the meaning of human as an important value in the society. Will carry about the rights and freedom of human. Able to use some pet methods of the field for problem-solving. Can implement research or practical project under supervision;
- Able to fulfill the function of public governance. Identify concrete tasks, identify the needs and to take part in their solving.
- Able to use the modern IT technologies for solving the professional issues in a different stage of the field.
- Be able to use administrative, law and economics lever.
- To consider the links between public structures and the ability of coordinative works.
- Can be able to drop a boundary between function and competencies of public structures and public official and act adequately.
- Have the skills of making documents in the field of public governance.
- Able to collect materials related to the field and to make statistics on the way on their further processing.
- Able to consider social interest, values and also political, law, social-economical and psychological factors.

The ability of effective time management and resource management. Able to manage own career considering own resources.

General competences:

- Able to collect data regarding the field and gave an explanation, ability to analyze the situation by using standards and some pet methods. Make a judgment.
- Able to identify, analyze and some needs and problems of public governance.
- Can identify social challenges, analyze tasks and make a judgment.
- To collect the information regarding public administration and make some research and make a recommendation, interpret data.

Able to use gained knowledge and skills for concrete problem identification. To analyze the situation in public sector. To look for appropriate resources, to explain and use them

Communication skills

- Able to prepare writing and oral detail reports about the ideas, existing problems of public governance and to look for the ways of problem-solving. Able to present prepared information to the interested parties.
- Able to use modern IT technologies and using of governance electronic modules.
 - To take part in discussion with the specialists of the field, to establish own position during meetings, to present own ideas within specialists and interested parties.
 - To confirm and defense own position.
 - Direct communication with public management clients.

- Professional communication with the clients of public sectors, collaboration and individual action, subordination.
 - With the using of terms in public management to communicate in the Georgian and Foreign language.
 - Ability to manage correspondence in an academic way in written and electronic.
 - Able to estimate own learning process coherently and identify further needs of learning.
 - Able to look for the literature individually, for electronic resources and by the using of appropriate resources enhance his or her knowledge and qualification.
- Under the minimum supervision work on materials and existing scientific books.
- Able to coordinate to the direct aim with the knowledge gained during study procedure in related fields. Streaming to establish social values according to modern needs.
 - Understands the responsibility in front of the society and the state. Able to act in the framework of ethics and law.

Respect the diversity, able to take part in dialogues, conflict management, the group working and make a judgment. Able to compromise in the certain situation.

Students knowledge assessment system:

To study courses in educational programme of Business Administration means students active performance and based on the non-finished process of assessment.

During the implementing educational programme of Business Administration students, achievements can be evaluated according to the decision of the Ministry of Education and Science of Georgia N3, 2007 years 5th January Regarding “ECTS credit system calculation rules in HE”

In the courses of the educational programme of Business Administration evaluation system of students achievements consist following forms _ midterm and final exams and the sum of those is final evaluation (100 scores)

Midterm and final evaluation forms consist of evaluation component(s), which is the tools for evaluating students knowledge and skills. Those tools are: writing/oral exam, writing/oral questionnaires, home works, practical/theoretical works and etc. evaluation components combine similar methods (test, essay, demonstration, presentation, discussion, working on practical/theoretical works, working in group, taking active participation in discussion, quiz and etc). assessment tools can be measured with assessment criteria, with scores which shows the level of achievement.

Each form and component of assessment has its maximum of the score from the final (100 score) score which is defined in syllabus and students will be informed from the beginning of the semester.

It is not allowed to asses the student with only one form (midterm or final) of assessment. Credit point will be gained by the students only in case of the positive mark.

The minimum score of the components of midterm and final evaluation must not exceed 60% of middle evaluations and 60% for the final exam. Head of each course will inform students about minimal competences of middle and final evaluation in the concrete syllabus at the beginning of the semester.

Assessment system forms:

Five types of positive grade:

- (A) excellent – 91-100 points
- (B) very good – 81-90 points of maximum grade
- (C) good – 71-80 points of maximum grade;
- (D) satisfactory – 61-70 points of maximum grade;
- (E) acceptable – 51-60 points of maximum grade

Two types of negative grade;

(FX) fail with exam – 41-50 points of maximum grade, which means that student needs some more time before passing the exam and will be given chance to pass the additional exam once again

(F) fail – 40 points and less of maximum grade, it means that the work done by the student is not acceptable and he/she has to study the subject anew.

In case of FX grade, the additional exam may be appointed at least 5 calendar days after the announcement of the final exam results. the grade got in the additional exam cannot be added to the grade gained during the final exam. score gained in the additional exam is final score and will be inserted in the final evaluation. In case of getting 0-50 score as a final assessment after additional exam student will be assessed F – 0 score.

Fields of employability :

The graduate can be employed in public sectors as on the state level as in municipalities. The competencies gained during the study period will let to the graduate to manage with own career successfully on a different direction of managerial and administrative position in the organization with any status (public, Limited, non-commercial and so). Able to work in a non-governmental sector and international organization.

The chance to proceed with the learning:

The graduate of the educational programme of Public Governance able to carry on his or her study on the master level of the programme in higher educational institutions as in Georgia as in Abroad.

The graduate also able to carry on his or her study in a master programme of the different direction of the field if it is not limited by the prerequisites of the concrete programme student would like to enter.

Structure of the programme :

Educational programme of Public Governance consist:

45 credits _ university subjects, from which 40 credits are mandatory and 5 is elective from 25 credits

135 credits _ major study, which consists of mandatory subjects of main study and some elective subjects from the major study.

60 credits _ free credits