



**LEPL Shota Meskhia State Teaching University of Zugdidi**

**Bachelor Educational Programme**

<b>Name of the Programme</b>	Public Governance
<b>Language</b>	Georgian
<b>Qualification</b>	Bachelor of Public Governance
<b>ECTS credits</b>	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.
<b>Head of the Programme</b>	Associate Professor Nino Makatsaria (full detail information is given in attached CV)

**Description of the educational programme**

<p><b>The aim of the Programme</b></p>	<p><b>The aim</b> 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.</p> <p>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.</p>
<p><b>Programme pre-requisites</b></p>	<p>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.</p> <p>To enter the teaching university without passing united national exam allowed according to Georgian legislation.</p>
<p><b>Learning outcomes</b> (the graduate of the educational programme of Public Governance have the knowledge of the field and general skills)</p>	<p><b>Knowledge and Understanding</b></p> <ul style="list-style-type: none"> <li>• Have the wide knowledge of theories and principles of the field.</li> <li>• Wide knowledge of modern state structures and their functions and public governance sphere.</li> <li>• Have the knowledge of theories of Political sciences, political systems, ideologies, and thinking.</li> <li>• 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.</li> <li>• Knowledge of fundamental principles of law, like: about the idea of law state, human right, freedom defense, values of democracy.</li> <li>• Knowledge of the main principles of public relations.</li> <li>• 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.</li> <li>• Skills to analyze and identify the complex issues of management.</li> <li>• Knows the appropriate terms in public governance.</li> <li>• 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.</li> </ul>

**Applying knowledge**

- 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.

**Making judgment**

- 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,

	<p>to present own ideas within specialists and interested parties.</p> <ul style="list-style-type: none"> <li>• To confirm and defense own position.</li> <li>• Direct communication with public management clients.</li> <li>• Professional communication with the clients of public sectors, collaboration and individual action, subordination.</li> <li>• With the using of terms in public management to communicate in the Georgian and Foreign language.</li> <li>• Ability to manage correspondence in an academic way in written and electronic.</li> </ul> <p><b>Learning skills</b></p> <ul style="list-style-type: none"> <li>• Able to estimate own learning process coherently and identify further needs of learning.</li> <li>• 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.</li> <li>• Able to coordinate to the direct aim with the knowledge gained during study procedure in related fields.</li> </ul> <p><b>Values</b></p> <ul style="list-style-type: none"> <li>• Streaming to establish social values according to modern needs.</li> <li>• Understands the responsibility in front of the society and the state. Able to act in the framework of ethics and law.</li> <li>• 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.</li> </ul>
<b>Learning and teaching methods</b>	To transfer the knowledge from the course leader to the students carried out by using the following methods: lecture, working with a group, practical works, seminars, studying with electronic resources, electronic study and etc. each those methods consists different activities (discussion, debates, demonstration, presentation, seminars and etc).
<b>Students knowledge assessment system</b>	<p>To study courses in educational programme of Business Administration means students active performance and based on the non-finished process of assessment.</p> <p>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 5<sup>th</sup> January Regarding “ECTS credit system calculation rules in HE”</p> <p>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)</p> <p>Midterm and final evaluation forms consist of evaluation component(s), which is the tools for evaluating students knowledge and</p>

	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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</p> <p>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.</p> <p>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.</p>
<b>Fields of employability</b>	<p>The graduate can be employed in public sectors as on the sate 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.</p>
<b>The chance to proceed with the learning</b>	<p>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.</p> <p>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.</p>
<b>The infrastructure of the programme services</b>	<p>To achieve the learning outcomes defined by the educational programme of Public Governance can be used teaching university infrastructure without limitation like:</p>

	<p>Teaching/learning auditorium and conference hall with equipment</p> <p>Library with computers and internet</p> <p>Classes for computing with continuous internet sources computer programmes adequate for teaching and learning</p> <p>Different technics and equipment</p> <p>Educational programme is guaranteed with the proper literature defined by the syllabus of each course. There are plenty of electronic books, scientific works. The library is provided with an electronic catalog of books which is listed on the website of the teaching university.</p>
<b>The human resource of the educational programme</b>	<p>Educational programme of public governance is secured with the proper human resource. Academic and some invited staff of teaching university deal with subjects defined by the programme. (full information about staff can be seen in the list attached)</p>

## Structure of the programme

<p>Educational programme of Public Governance consist:</p> <p>45 credits _ university subjects, from which 40 credits are mandatory and 5 is elective from 25 credits</p> <p>135 credits _ major study, which consists of mandatory subjects of main study and some elective subjects from the major study.</p> <p>60 credits _ free credits</p>	
<p>45 credits for university subjects are compulsory for each students entering the Teaching University</p>	<p>Within the university subject, students will gain the practical skills needed for applying knowledge and transferring and establishing values in the society.</p> <p>From university subjects, students are obliged to obtain 45 credits. Compulsory subjects are information technologies, foreign language, academic writing, philosophy, democracy, and citizenship. Within those subjects, students will gain communication skills, skills for formation values, to be able to respect cultural diversity in the global environment and to share equal values for such a society. Students will gain the skills of writing and oral communication and look for the information by using modern technologies and share this information with others. In university subjects, students will have the possibility to study 20 credits of foreign language (English or German, depends on students will) to gain the communication skills in foreign language. The aim of foreign language study is to enhance the elements of internationalization in the programme. To be enrolled in the programme students do not have any limitation during the national exam, they are not obliged to pass the English language tests after enrollment students will have a special test in a foreign language just to divide them according to their levels of language knowledge. After testing they will start to study a foreign language from the level confirmed during testing. Students can use free credits for foreign language study.</p> <p>From the 25 credits for elected subjects, students will choose one 5 credits subject.</p> <p>From the elected subjects "career management" can be studied in English (students will have the possibility to study in Georgian or in English)</p> <p>The English version of this course was designed within the international project Picasa running in the Teaching University. Within "career management" course will be used blended learning teaching methodology as a pilot version designed within DARE international project.</p>
<p>135 credits _ major study, which consists of mandatory subjects of main study and some elective subjects</p>	<p>120 credits within the main study which is the combination of mandatory and elective subjects and practical component are oriented to gain the knowledge and understanding and skills defined by learning outcomes of the educational programmes. Within those credits, students will gain the competencies to make a judgment, skills of taking art in the formation of the values.</p> <p>Elective subjects of main study field (15 credits) are the combination of separate subjects oriented to give the</p>

from the major study	students additional knowledge and competencies to enhance the knowledge in main study field. Within those elective subjects, a student can choose bachelor thesis in case they are willing to gain some research skills. Students are allowed to make the combination of three elective subjects separately or bachelor thesis and one elective subject within those 15 credits.
60 free credits	Separate learning courses (free component) _ in accordance of student's interest can be chosen from any bachelor educational programme in the teaching university. Those free credits will allow the students to make the recognition procedure easy when I am entering from anything higher educational institution. Those free credits make flexible the mobility and recognition procedure for the students having their mobility abroad.

### Programme workload

№	CODE	Pre-requisite	Subject/module	ECTS credits/hours <sup>1</sup>								Students workload <sup>2</sup>		N u m b e r o f c r e d i t s	
				I year		II year		III year		IV year		Contact hours <sup>3</sup>	Independent hours <sup>4</sup>		
				semester											
				I	II	III	IV	V	VI	VII	VIII				
			<b>University mandatory subjects</b>	<b>20</b>	<b>15</b>	<b>5</b>	<b>5</b>								
1.	<b>SUB.1</b>	without	Academic writing	5/12 5									35	90	5
2.	<b>SUB.2</b>	without	Information technologies	5/12 5									49	76	5
3.	<b>SUB.3</b>	without	History of Philosophy (conceptual aspects)	5/12 5									49	76	5
4.	<b>SUB.4</b>	without	Democracy and citizenship		5/125								49	76	5
	<b>SUB.5</b>		<b>Foreign language module <sup>5</sup></b>	<b>20</b>											2 0

<sup>1</sup> Unit, which expresses students workload. To gain those credits possible after learning outcomes achievement

<sup>2</sup> Time which is needed to achieve the learning outcomes defined by the educational programme. Students workload consist of contact and independent hours

<sup>3</sup> Estimated time for students workload with an enrollment of leader of course.

<sup>4</sup> Estimated time for students workload without enrollment of leader of course (home works and time for exam preparation)

<sup>5</sup> Foreign language module means the appropriate level of knowledge in English and German language. The student will choose that component which is defined according to special language test



№	CODE	Pre-requisite	Subject/module	ECTS credits/hours <sup>1</sup>								Students workload <sup>2</sup>		N u m b e r o f c r e d i t s	
				I year		II year		III year		IV year		Contact hours <sup>3</sup>	Independent hours <sup>4</sup>		
				semester											
				I	II	III	IV	V	VI	VII	VIII				
			<b>English language component<sup>6</sup></b>												
5.	<b>SUB.5.1.1</b>	without	Practical English course (B 2.1.1)	5/12 5								64	61	5	
6.	<b>SUB.5.1.2</b>	<b>SUB.5.1.1</b>	Practical English course (B 2.1.2)		5/125							64	61	5	
7.	<b>SUB.5.1.3</b>	<b>SUB.5.1.2</b>	Practical English course (B 2.2.1)			5/12 5						64	61	5	
8.	<b>SUB.5.1.4</b>	<b>SUB.5.1.3</b>	Practical English course (B 2.2.2)				5/12 5					64	61	5	
			<b>Foreign Language (German) component<sup>7</sup></b>												
9.	<b>SUB.5.2.1</b>	without	Practical German Course (B 2.1)	5/12 5								64	61	5	
10.	<b>SUB.5.2.2</b>	<b>SUB.5.2.1</b>	Practical German Course (B 2.2)		5/125							64	61	5	
11.	<b>SUB.5.2.3</b>	<b>SUB.5.2.2</b>	Practical German Course (B 2.3)			5/12 5						64	61	5	
12.	<b>SUB.5.2.4</b>	<b>SUB.5.2.3</b>	Practical German Course (B 2.4)				5/12 5					64	61	5	

<sup>6</sup> Foreign language (English) component – for Public Governance educational programme student to whom according exams was defined as the level of language knowledge B1.

<sup>7</sup> Foreign (German) language component \_ for Public Governance educational programme student to whom according exams was defined level of language knowledge B1.

Note: if the student has no appropriate A2 level of English or German language level. In another case, the student can use free credits for foreign language study and then register on those courses.

№	CODE	Pre-requisite	Subject/module	ECTS credits/hours <sup>1</sup>								Students workload <sup>2</sup>		N u m b e r o f c r e d i t s	
				I year		II year		III year		IV year		Contact hours <sup>3</sup>	Independent hours <sup>4</sup>		
				semester											
				I	II	III	IV	V	VI	VII	VIII				
	<b>SUB.6.</b>		<b>University elective subject</b>		<b>5</b>										
13.	SUB.6.1	without	Basic of political sciences		5/125							49	76	5	
14.	SUB.6.2	without	Career management* (George)		5/125							35	90	5	
15.	SUB.6.3	SUB.5.1.3	Career management* (Eng)		5/125							35	90	5	
16.	SUB.6.4	without	Psychology		5/125							49	76	5	
17.	SUB.6.5	without	Corporate and social responsibility		5/125							49	76	5	
			<b>Foreign (English) language component<sup>8</sup></b>												
18.	SUB.5.1.5	without	Practical English Course (B1.1 )									64	61	5	
19.	SUB.5.1.6	SUB.5.1.5	Practical English Course (B1.2)									64	61	5	
20.	SUB.5.1.7	SUB.5.1.6	Practical English Course (B2.1)									64	61	5	
21.	SUB.5.1.8	SUB.5.1.7	Practical English Course (B2.2)									64	61	5	
			<b>Foreign (English) language component<sup>9</sup></b>												
22.	SUB.5.1.9	without	Practical English Course (A 2.1)									64	61	5	
23.	SUB.5.1.10	SUB.5.1.9	Practical English Course (A 2.2)									64	61	5	
24.	SUB.5.1.11	SUB.5.1.10	Practical English Course (B 1.1)									64	61	5	

<sup>8</sup> Foreign (English) language component \_ for the Public Governance Bachelor programme to whom according exam was defined English language knowledge level A2.

<sup>9</sup> Foreign (English) language component \_ for the Public Governance Bachelor programme to whom according exam was defined English language knowledge level A2.

№	CODE	Pre-requisite	Subject/module	ECTS credits/hours <sup>1</sup>								Students workload <sup>2</sup>		N u m b e r o f c r e d i t s
				I year		II year		III year		IV year		Contact hours <sup>3</sup>	Independent hours <sup>4</sup>	
				semester										
				I	II	III	IV	V	VI	VII	VIII			
25.	SUB.5.1.12	SUB.5.1.11	Practical English Course (B 1.2)									64	61	5
			<b>Foreign language (German) component<sup>10</sup></b>											
26.	SUB.5.2.5	without	Practical German Course (B1.1)									64	61	5
27.	SUB.5.2.6	SUB.5.2.5	Practical German Course (B1.2)									64	61	5
28.	SUB.5.2.7	SUB.5.2.6	Practical German Course (B2.1)									64	61	5
29.	SUB.5.2.8	SUB.5.2.7	Practical German Course (B2.2)									64	61	5
			<b>Foreign (German) Language component<sup>11</sup></b>											
30.	SUB.5.2.9	without	Practical German Course (A 2.1)									64	61	5
31.	SUB.5.2.10	SUB.5.2.9	Practical German Course (A 2.2)									64	61	5
32.	SUB.5.2.11	SUB.5.2.10	Practical German Course (B 1.1)									64	61	5
33.	SUB.5.2.12	SUB.5.2.11	Practical German Course (B 1.2)									64	61	5
			<b>Obligatory subjects for the main study</b>	<b>10</b>	<b>15</b>	<b>15</b>	<b>10</b>	<b>15</b>	<b>20</b>	<b>20</b>	<b>15</b>			
34.	SPGB .1	Without	Principles of Economics	5/12								49	76	5

<sup>10</sup> Foreign (German) language component \_ for the Public Administration Bachelor programme to whom according exam was defined German language knowledge level A2.

<sup>11</sup> Foreign (German) language component \_ for the Business Administration Bachelor programme to whom according exam was defined German language knowledge level A1

№	CODE	Pre-requisite	Subject/module	ECTS credits/hours <sup>1</sup>								Students workload <sup>2</sup>		N u m b e r o f c r e d i t s
				I year		II year		III year		IV year		Contact hours <sup>3</sup>	Independent hours <sup>4</sup>	
				semester										
				I	II	III	IV	V	VI	VII	VIII			
				5										
35.	SPGB .2	Without	Statistics	5/125								49	76	5
36.	SBB.2.7	Without	Basics of management		5/125							49	76	5
37.	SPGB .3	Without	Basics of civil law		5/125							49	76	5
38.	SPGB .4	Without	Principles of political sciences		5/125							49	76	5
39.	SBB.2.13	SBB.2.7	Human resource management			4/100						49	51	4
40.	LAWBA7	Without	Georgian constitutional law			5/125						48	77	5
41.	SPGB.5	Without	Principles of Public Governance			6/150						49	101	6
42.	SBB.2.29.1	Without	Basics of accounting				4/100					49	51	4
43.	LAWBA17	LAWBA7	Civil law				6/150					48	102	6
44.	SPGB.6	LAWBA7	General Administrative law					5/125				49	76	5
45.	SBB.2.13	SBB.2.7	Project management					4/100				49	51	4
46.	SPGB.7	Without	Leader and leadership					6/150				49	101	6
47.	SPGB.8	Without	Sociology						5/125			49	76	5
48.	LAWBA10	LAWBA7	International Public Law						5/125			48	77	5
49.	SPGB.9	Without	Public Relation						5/125			49	76	5
50.	SPGB.10	SPGB.4	Basics of Political Marketing						5/125			49	76	5

№	CODE	Pre-requisite	Subject/module	ECTS credits/hours <sup>1</sup>								Students workload <sup>2</sup>		N u m b e r o f c r e d i t s
				I year		II year		III year		IV year		Contact hours <sup>3</sup>	Independent hours <sup>4</sup>	
				semester										
				I	II	III	IV	V	VI	VII	VIII			
51.	SPGB.11	Without	Environment and natural resources							5/125		49	76	5
52.	SPGB.12	Without	Electronic Governance							5/125		34	91	5
53.	SPGB.13	Without	European Union Law							5/125		48	77	5
54.	LAWBA11	LAWBA7	Local Self-governance (municipality) Law							5/125		48	77	5
55.	SPGB.14	Without	Proceeding in Public Sectors							5/125		34	91	5
56.	SPGB.15	Mandatory subjects	Professional Practice							10/250		116	134	10
			<b>Elective subjects of the main specialty</b>							15				15
57.	SPGB.16	Without	Country Study							5/125		49	76	
58.	SPGB.17	SPGB .1	Macroeconomical Politics							5/125		49	76	
59.	SBB. 2.24	SPGB .1	Regional economics							4/100		49	51	
60.	SBB. 2.17	SBB. 2.7	Strategic management							5/125		49	76	
61.	SPGB.18	SPGB .1	Public finance							5/125		34	91	
62.	SPGB.19	SPGB .1	Georgian Economics							5/125		34	91	
63.	SPGB.20	Without	Geopolitics							5/12		34	91	

№	CODE	Pre-requisite	Subject/module	ECTS credits/hours <sup>1</sup>								Students workload <sup>2</sup>		N u m b e r o f c r e d i t s
				I year		II year		III year		IV year		Contact hours <sup>3</sup>	Independent hours <sup>4</sup>	
				semester										
				I	II	III	IV	V	VI	VII	VIII			
64.	SPGB.21	Without	International relations and diplomacy								5	49	76	
65.	SPGB.22	Without	Taxes								5/12 5	49	76	
66.	SPGB.23	LAWBA7	Human Rights								5/12 5	48	77	
67.	SPGB.24	SPGB.6	Administrative responsibility								5/12 5	34	91	
68.	SPGB.25	SPGB .3	Labour Law								4/10 0	48	52	
69.	LAWBA16	LAWBA7	Elective Law								6/15 0	48	102	
70.	LAWBA14	LAWBA7	Constitutional Justice								4/10 0	48	52	
71.	SPGB.26	Without	History of State and Law								5/12 5	46	79	
72.	SPGB.27	Without	International Organizations								5/12 5	46	79	
73.	SPGB.28	Without	Diplomatic and consulate representation								5/12 5	34	91	

№	CODE	Pre-requisite	Subject/module	ECTS credits/hours <sup>1</sup>								Students workload <sup>2</sup>		N u m b e r o f c r e d i t s
				I year		II year		III year		IV year		Contact hours <sup>3</sup>	Independent hours <sup>4</sup>	
				semester										
				I	II	III	IV	V	VI	VII	VIII			
74.	SPGB.29	Without	History of Political Doctrine								5/12 5	49	76	
75.	SPGB.30	SBB.2.29.1	Accounting in Legal Entities of Public Law								5/12 5	34	91	
76.	SPGB.31	Mandatory subjects	Bachelor Thesis								10/2 50	32	218	
			<b>Free Credits</b>			10	15	15	10	10				60
			<b>Semester</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>			
			<b>Year</b>	<b>60</b>		<b>60</b>		<b>60</b>		<b>60</b>				

## Learning outcomes mapping

#	Subjects	Competencies					
		Knowledge and understanding	Applying knowledge	Making judgment	Communication skills	Learning skills	values
	<b>University obligatory subjects</b>						
1	Academic writing	X	X	X	X		X
2	Information technologies	X	X	X	X	X	X
3	History of Philosophy (conceptual aspects)	X	X	X	X	X	X
4	Democracy and citizenship	X	X	X	X	X	X
	<b>Foreign language module <sup>12</sup></b>						
	English language component <sup>13</sup>						
5	Practical English course (B 2.1.1)	X	X		X	X	
6	Practical English course (B 2.1.2)	X	X		X	X	
7	Practical English course (B 2.2.1)	X	X		X	X	
8	Practical English course (B 2.2.2)	X	X		X	X	
	<b>Foreign (English) language component</b>						
9	Practical English Course (B1.1 )	X	X		X	X	
10	Practical English Course (B1.2)	X	X		X	X	

<sup>12</sup> Foreign language module means the appropriate level of knowledge in English and German language. The student will choose that component which is defined according to special language test

<sup>13</sup> Foreign language (English) component – for Public Governance educational programme student to whom according exams was defined as the level of language knowledge B1.



11	Practical English Course (B2.1)	X	X		X	X	
12	Practical English Course (B2.2)	X	X		X	X	
	<b>Foreign (English) language component<sup>14</sup></b>						
13	Practical English Course (A 2.1)	X	X		X	X	
14	Practical English Course (A 2.2)	X	X		X	X	
15	Practical English Course (B 1.1)	X	X		X	X	
16	Practical English Course (B 1.2)	X	X		X	X	
	<b>Foreign Language (German) component<sup>15</sup></b>						
17	Practical German Course (B 2.1)	X	X		X	X	
18	Practical German Course (B 2.2)	X	X		X	X	
19	Practical German Course (B 2.3)	X	X		X	X	
20	Practical German Course (B 2.4)	X	X		X	X	
	<b>Foreign language (German) component<sup>16</sup></b>						
21	Practical German Course (B1.1)	X	X		X	X	
22	Practical German Course (B1.2)	X	X		X	X	
23	Practical German Course (B2.1)	X	X		X	X	
24	Practical German Course (B2.2)	X	X		X	X	
	<b>Foreign (German) Language component<sup>17</sup></b>						
25	Practical German Course (A 2.1)	X	X		X	X	
26	Practical German Course (A 2.2)	X	X		X	X	
27	Practical German Course (B 1.1)	X	X		X	X	
28	Practical German Course (B 1.2)	X	X		X	X	
	<b>University Elective Subjects</b>						
29	Philosophy	X	X	X	X	X	X
31	Basic of Political Sciencies	X	X	X	X	X	
32	Career Management* (Georg)	X	X			X	X

<sup>14</sup> Foreign (English) language component \_ for the Public Governance Bachelor programme to whom according exam was defined English language knowledge level A2.

<sup>15</sup> Foreign (German) language component \_ for Public Governance educational programme student to whom according exams was defined level of language knowledge B1.

Note: if the student has no appropriate A2 level of English or German language level. In another case, a student can use free credits for foreign language study and then register on those courses.

<sup>16</sup> Foreign (German) language component \_ for the Public Governance Bachelor programme to whom according exam was defined German language knowledge level A2.

<sup>17</sup> Foreign (German) language component \_ for the Public Governance Bachelor programme to whom according exam was defined German language knowledge level A1

33	Career Management* (Eng)	X	X			X	X
34	Psychology	X	X	X	X		
35	Corporate and social responsibility	X	X	X	X	X	X
	<b>Obligatory subjects of the main study</b>						
36	Principles of Economics	X	X	X	X	X	
37	Statistics	X	X	X	X	X	
38	Basics of management	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	X
39	Basics of civil law	X	X	X	X	X	
40	Principles of political sciences	X	X	X	X	X	
41	Human resource management	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
42	Georgian constitutional law	X	X	X	X	X	<b>X</b>
43	Principles of Public Governance	X	X	X	X		<b>X</b>
44	Basics of accounting	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		
45	Civil law სამოხელეო	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
46	General Administrative law	<b>X</b>	<b>X</b>	<b>X</b>		<b>X</b>	<b>X</b>
47	Project management	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
48	Leader and leadership	X	X	X	X		X
49	Sociology	X	X	X		X	
50	International Public Law	X	X	X	X	X	X
51	Public Relation	X	X	X	X		X
52	Basics of Political Marketing	X	X	X	X		
53	Environment and natural resources	X	X	X		X	X
54	Electronic Governance	X	X			X	
55	European Union Law	X	X	X	X	X	
56	Local Self-governance (municipality) Law	X	X	X	X	X	X
57	Proceeding in Public Sectors	X	X	X	X		
	Professional Practice	X	X	X	X	X	X
	<b>Elective subjects of the main specialty</b>						
58	Country Study	X	X		X		X

59	Macroeconomic Politics	X	X		X	X	
60	Regional economics	X	X	X	X		
61	Strategic management	X	X	X	X	X	X
62	Public finance	X	X	X		X	
63	Georgian Economics	X	X	X		X	
64	Geopolitics	X	X	X		X	
65	International relations and diplomacy	X	X	X		X	
66	Taxes	X	X	X	X	X	
67	Human Rights	X	X	X	X	X	X
68	Administrative responsibility	X	X	X		X	X
69	Labour Law	X	X	X	X	X	
70	Elective Law	X	X	X	X	X	X
71	Constitutional Justice	X	X	X	X	X	X
72	History of State and Law	X	X	X		X	
73	International Organizations	X	X	X			
74	Diplomatic and consulate representation	X	X	X	X	X	X
75	History of Political Doctrine	X	X	X			
76	Accounting in Legal Entities of Public Law	X	X	X			
77	Bachelor Thesis	X	X	X	X	X	X

### Information about the head of the educational programme

<b>Name, Surname</b>	Nino Makatsaria		
<b>Position</b>	Associate Professor		
<b>Contact Information</b>	Telephone:	593532010	Email: ninomaqacaria@gmail.com

### Information about human resource

<b>№</b>			
1.	Academic writing	Teona Khupenia	Ph.D. of Philology, professor
2.	Information technologies	Revaz Khaindrava	PhD of Economics, associated professor
3.	History of Philosophy (conceptual aspects)	Irakli Taboridze	Master of European Law, Invited Specialist
4.	Democracy and citizenship	Lasha Narsia	Ph.D. of Economics invited Specialist
5.	Practical English course (B 2.1.1)	Sophia Kvaratskhelia	Teacher of English language and literature, Master of Philology, teacher
6.	Practical English course (B 2.1.2)	Sophia Kvaratskhelia	Teacher of English language and literature, Master of Philology, teacher
7.	Practical English course (B 2.2.1)	Sophia Kvaratskhelia	Teacher of English language and literature, Master of Philology, teacher

8.	Practical English course (B 2.2.2)	Sophia Kvaratskhelia	Teacher of English language and literature, Master of Philology, teacher
9.	Practical English Course (B1.1 )	Tamriko Lukava	Master of Education in teaching methods of English language, teacher
10.	Practical English Course (B1.2)	Tamriko Lukava	Master of Education in teaching methods of English language, teacher
11.	Practical English Course (B2.1)	Tamriko Lukava	Master of Education in teaching methods of English language, teacher
12	Practical English Course (B2.2)	Tamriko Lukava	Master of Education in teaching methods of English language, teacher
13	Practical English Course (A 2.1)	Natia Tsipuria	Master of Humanitarian Study, teacher
14	Practical English Course (A 2.2)	Natia Tsipuria	Master of Humanitarian Study, teacher
15	Practical English Course (B 1.1)	Natia Tsipuria	Master of Humanitarian Study, teacher
16	Practical English Course (B 1.2)	Natia Tsipuria	Master of Humanitarian Study, teacher
17	Practical German Course (B 2.1)	Tinatin Lolua	Philology, Teacher of German language and Literature
18	Practical German Course (B 2.2)	Tinatin Lolua	Philology, Teacher of German language and Literature
19	Practical German Course (B 2.3)	Tinatin Lolua	Philology, Teacher of German language and Literature
20	Practical German Course (B 2.4)	Tinatin Lolua	Philology, Teacher of German language and Literature
21	Practical German Course (B1.1)	Tinatin Lolua	Philology, Teacher of German language and Literature
22	Practical German Course (B1.2)	Tinatin Lolua	Philology, Teacher of German language and Literature
23	Practical German Course (B2.1)	Tekle Kikalishvili	Teacher of German and English Languages, interpreter-reperent; invited specialist

24	Practical German Course (B2.2)	Tekle Kikalishvili	Teacher of German and English Languages, interpreter-reperent; invited specialist
25	Practical German Course (A 2.1)	Tekle Kikalishvili	Teacher of German and English Languages, interpreter-reperent; invited specialist
26	Practical German Course (A 2.2)	Tekle Kikalishvili	Teacher of German and English Languages, interpreter-reperent; invited specialist
27	Practical German Course (B 1.1)	Tekle Kikalishvili	Teacher of German and English Languages, interpreter-reperent; invited specialist
28	Practical German Course (B 1.2)	Tekle Kikalishvili	Teacher of German and English Languages, interpreter-reperent; invited specialist
31	Psychology	Guram Kvikvinia	Ph.D. of Psychology, invited specialist
32	Career management* (George)	Tamriko Lukava	Master of Education in teaching methods of English language, teacher
33	Career management* (Eng)	Tamriko Lukava	Master of Education in teaching methods of English language, teacher
35	Corporate and social responsibility	Ketevani Lataria	Ph.D. of Geography, associated professor
36	Principles of Economics	Nino Makatsaria	Ph.D. of economics, associate professor
37	Statistics	Tamar Beridze	Ph.D. of Technics invited Specialist
38	Basics of management	Giorgi Svirava	Ph.D. of economics, associate professor
39	Basics of civil law	Tamila Khurtsidze	Ph.D. of Law, Associate Professor
40	Principles of political sciences	Malkhaz Gogua	Ph.D. of Politics, invited specialist

41	Human resource management	Giorgi Svirava	Ph.D. of economics, associate professor
42	Georgian constitutional law	Mamuka Shengelia	Ph.D. of Law, Associate Professor
43	Principles of Public Governance	Malkhaz Gogua	Ph.D. of Politics, invited specialist
44	Basics of accounting	Tamar Rostiashvili	Ph.D. of economics, associate professor
45	Civil law სამოხელეო	Sandro Sordia	Invited specialist, Mater/Head of mandatory municipality and Human Right Commission
46	General Administrative law	Irakli Abshilava	Lawyer, Arbiter, invited specialist
47	Project management	Revaz Khaindrava / Giga Melia	Ph.D. of Economics, Associate Professor Invited Specialist, Doctorate
48	Leader and leadership	Tamar Beridze	Ph.D. of Technics invited Specialist
49	Sociology	Gela Chilachava / Archil Todua	Ph.D. of Social Sciences Invited Specialist Sociologist, Doctorate, invited specialist
50	International Public Law	Levan Jakeli	Ph.D. of Law, Associate Professor
51	Public Relation	Lasha Narsia / Tamar Beridze	Ph.D. of Economics, Associate professor Ph.D. of Technology
52	Basics of Political Marketing	Malkhaz Gogua	Ph.D. of Politics, invited specialist
53	Environment and natural resources	Ketevani Lataria	Ph.D. of Geography, associated professor
54	Electronic Governance	Revaz Khaindrava	Ph.D. of economics, associate professor
55	European Union Law	Mamuka Shengelia	Ph.D. of Law, Associate Professor

56	Local Self-governance (municipality) Law	Sandro Sordia	Invited specialist, Mater/Head of mandatory municipality and Human Right Commission
57	Proceeding in Public Sectors	Eliko Tchania	Invited Specialist, specialty _ proceeding and labor organization management in public sector
	<b>Elective subjects of the main specialty</b>		
58	Country Study	Ketevani Lataria	Ph.D. of Geography, associated professor
59	Macroeconomic Politics	Nino Makatsaria	Ph.D. of economics, associate professor
60	Regional economics	Giorgi Svirava	Ph.D. of economics, associate professor
61	Strategic management	Lasha Narsia Tamar Beridze	Ph.D. of Economics / Associate Professor Ph.D. of Technics, Invited Specialist
62	Public finance	Giuli Ekhvaia Shorena Patchkoria	Ph.D. of Economics, invited Specialist Ph.D. of Economics, Associate Professor
63	Georgian Economics	Nino Makatsaria	Ph.D. of economics, associate professor
64	Geopolitics	Malkhaz Gogua / Giorgi Tchigvaria	Ph.D. of Politics, invited specialist / Ph.D. of History, Associate Professor
65	International relations and diplomacy	Gela Chilachava	Ph.D. of Social Sciences, Invited Specialist
66	Taxes	Shorena Patchkoria	Ph.D. of Economics, Associate Professor
67	Human Rights	Mamuka Shengelia	Ph.D. of Law, Associate Professor
68	Administrative responsibility	Irakli Abshilava	Lawyer, Arbiter, invited Specialist
69	Labour Law	Irakli Abshilava	Lawyer, Arbiter, invited Specialist



70	Elective Law	Beka Kantaria	Ph.D. of Law, Associate Professor
71	Constitutional Justice	Beka Kantaria	Ph.D. of Law, Associate Professor
72	History of State and Law	Beka Kantaria	Ph.D. of Law, Associate Professor
73	International Organizations	Malkhaz Gogua	Ph.D. of Politics, invited specialist
74	Diplomatic and consulate representation	Levan Jakeli	Ph.D. of Law, Associate Professor
75	History of Political Doctrine	Malkhaz Gogua	Ph.D. of Politics, invited specialist
76	Accounting in Legal Entities of Public Law	Shorena Patchkoria	Ph.D. of Economics, Associate Professor
77	Bachelor Thesis	Gela Svirava	Ph.D. of economics, professor