Approved
By decision № 02-01/03 on 28.01.2019 of Academic Board of
Saint Tbel Abuseridze Teaching University of Patriarchate of Georgia
Chairperson of Academic Board;
Rector, Skhalta Archbishop Spiridon

Reviewed:
By board of Faculty of Law and Public Administration
Protocol № 02-02-06/01. 25.01.2019

Faculty of Law and Public Administration of St. Tbel Abuseridze Teaching University of Patriarchate of Georgia

Bachelor Educational Program

Public Administration

Qualification to be granted:

(BA of Public Administration)

(BA of Public Administration)

Program volume: 240 ECTS credits

The head of program
Professor Besik Beridze

Khichauri, 2019

1. **Program Title - Public Administration**

2. **Name of qualification to be awarded (in Georgian and English):**

(BA of Public Administration)
BA of Public Administration

3. **Program volume in credits**
   - Undergraduate program is structured based on the ECTS system; it is oriented on the student and is based on the student's academic workload, which is required to achieve the goal of the educational program.
   - The undergraduate educational program in Public Administration includes 240 ECTS credits, 60 credits per year and 30 credits - per semester. Therefore, the undergraduate program lasts for 4 years or 8 semesters.

4. Purpose of Bachelor program

- The purpose of the Bachelor's Degree Program in Public Administration is to provide students with the following:
- Prepare a competitive specialist for the labor market;
- Preparation of professional public servants equipped with qualified, creative, high civil and ethical values;
- Give the future public servant a wide range of knowledge on public governance, extensive knowledge on basic principles of public law, main principles of management and socio-humanitarian disciplines;
- To develop a professional responsibility for the student and to develop the skills that are preconditions to his/her successful career;
- Acquire the skill to independently solve problems and effectively use knowledge.
- Acquire ability to defend social and democratic values, civil values.
- Develop ability to constantly keep eye on legal changes and renew knowledge;
- Be able to have successful relations with the broad layers of society and journalists.

5. Methods for achieving expected academic outcomes

Under the specifics of a particular academic course are used teaching methods such as verbal or oral method, method of working on book, written work method, demonstration method, discussion/debate method, group work (collaborative) method, case analysis (Case study) method, role and situational games method, explanatory method, action-oriented teaching method, electronic learning (learning) method, as well as practical methods, etc

Methods complete and complement each other in the teaching and learning process. A teacher may use one or several of the above mentioned methods or any other method, based on the objective of a specific study task. Methods developed for achieving learning outcomes of each academic course are reflected in the relevant syllabus.

1. Verbal or oral method.

2. Discussion/debate - discussion process increases the quality of a student's involvement and activity. A discussion may be transformed into a debate. This process is not limited only to the questions given by a professor. The method develops in students the ability to argue and to justify own opinion.

3. Collaborative work - this method of teaching involves dividing students into groups and giving them a study task. Members of the group individually elaborate the issue and concurrently share it with other members of the group. Depending on the task determined, it is possible to distribute the functions among

the members of the group in the work process. This strategy ensures all students' involvement in the learning process.

4. Method of working with a textbook.

5. Problem Based Learning (PBL) is a learning method, which uses a problem as an initial stage for acquiring new knowledge and integration process;

6. Cooperative training is a learning strategy where every member of the group is obliged not only to study, but also to assist the team members to study the subject better. Each member of the group shall work on a problem until all of them understand the issue.

7. The heuristic method based on a gradual solution to the problem posed before students. This task is carried out through the identifying facts in the study process and linkages between them independently.

8. The Case Study - The professor discusses particular cases during a lecture together with students who fundamentally study the issue.

9. Demonstration method - this method implies the visual presentation of information. It is quite effective in terms of achieving the result. In most cases it is better audio and visual materials to be provided to the students simultaneously. The studied material can be demonstrated by a teacher as well as by a student. The method helps to visualize different levels of perception of learning material and to specify the work students will have to do independently; at the same time, the strategy visually demonstrates the essence of a question/problem.

10. The **explanatory method** is based on the discussion concerning any given issue. While transferring the material to study, a professor provides examples that are discussed in details within the framework of a given topic.

11. Action-oriented teaching requires intensive involvement of professors and students in the teaching process whereas practical interpretation of theoretical material is of special significance.

12. A written working method that involves the following activities: making of extracts and recordings, making summary on a material, drafting theses, writing abstracts or essays, etc.

13. Brain storming - This method involves promotion of forming and expressing as much as possible drastically different thoughts, opinions on a particular issue/problem within the particular topic. This method promotes the development of a creative approach to the problem. The application of the method is efficient, when multiple groups are involved and it consists of several basic stages:

- ✓ Determine a problem / issue in the creative side.
- ✓ - Noting down ideas expressed by the audience with respect to the issues raised within a certain period of time, without criticizing the ideas (mainly on the board).
- ✓ highlighting the ideas, by means of elimination, which are most relevant to the issue raised;
- ✓ Defining evaluation criteria to determine the relevance of the idea to the goal of the research.
- ✓ Assessment of selected ideas according to pre-defined criteria.
- ✓ Identification of the idea with the highest evaluation as the beast means for solving the problem posed.

6. **Learning outcomes achievement methods** Lecture, seminar (work in the group), practical work, laboratory, presentation of homework, participation in mock processes, independent work.

7. Prerequisite for admission to the program

- A citizen of Georgia has right to study on the BA educational program in Public Administration if he/she holds state document/certificate confirming completion of the full general education or equal document, based on the results of the Unified National Examinations. Admission/Enrollment of students into public administration program without Unified National Examination is allowed in accordance with the current legislation.
- Enrollment via mobility rule in the Bachelor program of Public Administration is possible twice a year, within established terms, necessary procedures and rules established by the university. Enrollment in the educational BA program in Law or enrollment via transfer from the recognized higher educational

institution of a foreign country is implemented based on the decision of the Ministry of Education and Science of Georgia.

8. Envisaged Academic Product: Field competencies:

Knowledge and understanding

- ✓ Has a wide knowledge of the sphere.
- ✓ Can critically think about theories and principles and understand complex issues of the field.
- ✓ Has a broad knowledge of basic principles of public law, management and social-humanitarian disciplines.
- ✓ Has understood basics of constitutional, administrative and municipal law; issues of Deontology in public service;
- ✓ The principles and institutions of public law, the essence and significance of the case proceedings, general principles of formation and functioning of tax and financial law.
- ✓ Has understood the qualitative peculiarities of the society, the logic of social processes, and the modern social environment.
- ✓ Has understood the role of diplomacy in the management of political conflicts.
- ✓ Has mastered the various theories of political power. Has studied changes that happened in Georgian politics in past decade.

Ability to apply knowledge in practice

- ✓ Has developed skills that are preconditions to his/her successful career.
- ✓ Will be able to adapt to foreign environment and make relevant actions.
- ✓ Will get involved in implementation of projects of practical nature (in accordance with instructions). Will be able to plan ways of problem solution.
- ✓ Will have ability to act according to appropriate procedures and using legal means.
- ✓ Has got the ability to identify and solve issues related to public administration.
- ✓ Will be able to carry out tasks related to public proceedings by considering specifics of local self-government bodies.
- ✓ Will be able to carry out tasks related to proceedings; Fill in, process and present to relevant bodies the financial documents, legally manage various financial operations.
- ✓ Manage correct and legal relations with tax system, manage public organizations and stuff, and carry out tasks related to hiring of human resources, development, solving conflicts, helping organizations to get out of conflict.
- ✓ Use of political theory knowledge in practice. Formulate main massages and giving them to society.

Judgment skills

- ✓ Will be able to collect, process and analyze the necessary information;
- ✓ Will have ability to analyze situation and make reasoned conclusion.
- ✓ Has developed multilateral thinking skills. Can see problems having occurred during practical work, their analysis, making relevant reasoned conclusion and finding ways of solution.
- ✓ Determine the advantages and disadvantages of various governing theories and make relevant conclusions.
- ✓ Can convincingly develop and substantiate his/her viewpoint, adequately absorb and analyze public processes. Has ability to assess political and PR situation, events, facts assessment, analysis and conclusion.
- ✓ The student will be able to justify the approach to the solution based on the multilateral vision and analysis of the public service problem.

Communication skills

- ✓ Has skill to prepare written report about ideas, problems and ways to solve them.
- ✓ Also can convey information orally in Georgian and foreign languages. Has developed team working skill.
- ✓ Will be able to use modern information and communication technologies creatively.
- ✓ Will be able to orally and in written form communicate with broad layers of society and journalists.
- ✓ Will have skill to get involved in debates and effectively convey own position, also ability to share different views.
- ✓ Will be able to manage reasoned discussion about topics related to problems of public administration, will be able to effectively use organizational communications.
- ✓ Will be able to profitably use knowledge of basics of PR in personal or public relations.
- ✓ Will be able to communicate in crisis and extreme situations. Will have developed presentation skill.

Learning Skills

- ✓ Has ability to consistently plan studying process and multilaterally evaluate it.
- ✓ Has ability to constantly renew knowledge.
- ✓ Has ability to constantly keep eye on legal changes and relevantly renew knowledge;
- ✓ Can deepen own professional level, as well as master skill of comprehensive work. Relevantly mastering the problems will give students motivation to deepen knowledge in this direction and to continue studies on the next level.

Values

- ✓ Has ability to identify values.
- ✓ Has sense of patriotism, is carrier of high civil consciousness and state thinking mind.
- ✓ Adheres to ethical values necessary to public servant.
- ✓ Respects opinion of others and protects human rights and freedom.

9. Sphere of employment:

Graduate of specialty may be employed in state public as well as private or non-governmental institutions, as well as services which require relevant qualification. Graduate of bachelor's educational program will have advantage to work in public institutions. Ones who wish to continue education will be able to participate in law, social sciences, history, Georgian philology, sociology, culture master programs and in general, to undertake all masters' problems, which are relevant to law, social and humanitarian sciences profile.

10. A Student's knowledge evaluation system:

1. The evaluation of students is performed in accordance with the rule governing the educational process of Saint Tbel Abuseridze Teaching University of the Patriarchate of Georgia.
2. Student's semester work in each subject is evaluated with 100 points, which are obtained through various activities during studies: Participation in seminar / practical work, based on results of abstracts, presentations, research component, midterm assessments, final exams and other results provided by the course.
3. The final evaluation of the learning course represents the fulfillment of the requirements envisaged by the same learning course, which is divided into two parts and implied the sum of midterm and final evaluations.
4. Out of the 100 points of the learning course, the midterm evaluation has 60 points, whereas the final evaluation has 40 points. Midterm and final evaluations are composed of the evaluation components that unite the surveys, examinations, practical and theoretical works of an oral and/or written type. Students are evaluated using several evaluation components, which are detailed in the syllabus of study courses.

5. Midterm evaluation is composed of: Midterm examination- 20 points. The number of midterm evaluations is determined considering the content requirements of a particular learning course. Current evaluations - 40 points Current assessments can be made in written and / or oral form and according to the requirements of the course the other method of evaluation may be used apart from written and oral evaluation.
6. Methods for the evaluation of individual components, evaluation criteria and the rule for accumulating the appropriate point are determined by the syllabus of an individual learning course, where the following minimum requirements should be met:
   a) Each written quiz of current evaluation may be evaluated by a maximum of 20 points;
   b) Each oral quiz of current evaluation may be evaluated by a maximum of 5 points;
7. The threshold for the minimal competency of the midterm assessment is 21 points; whereas the threshold for minimal competency for the final examination is 20 points.
8. A student is required to attend at least 50% of lecture courses; otherwise he/she will not be allowed to take the final exam.
9. The student's work is evaluated by the following scheme:
   Positive evaluation:
   A) A - Excellent 91 - 100 points of maximum evaluation
   b) B - Very Good 81 - 90 points of maximum evaluation
   C) C - Good 71 - 80 points of maximum evaluation
   D) D - Satisfactory 61 - 70 points of maximum evaluation
   E) E - Sufficient 51 - 60 points of maximum evaluation
   Negative Evaluation
   f) FX - Did not pass 41-50 points of maximum evaluation, meaning that a student requires some more work for passing and is given the right to sit an additional examination by means of an independent work;
   G) F - Failed 40 and less points of maximum evaluation that means that the work of the student is not sufficient and he/she has to retake the course again.
10. The amount of points in the final evaluation is not added to the evaluation received by a student at the additional examination.
11. Evaluation received at the additional examination is the final one and will be reflected in the final evaluation of the educational program component.
12. Considering the evaluation at the additional exam, if a student gets 0-40 points in the final evaluation of the educational component, a student will have F-0 points assigned.

Bachelors work (instead of bachelor's work it is obligatory to pass two courses) is evaluated by a 100-point system (criteria: logic, argumentation, reasoning - 30 points, architectonics of the paper - 20 points, skills of conveying the knowledge - 15 points, innovation - 10 points, engagement in the discussion - 15 points, use of presentation material - 10 points). The procedures for designing, submitting and defending the Bachelor's thesis are determined by the regulation governing the educational process at Saint Tbel Abuseridze University of the Patriarchate of Georgia.

Study plan																
	Name of module / study course and other types of work (Practice, bachelor's work or other)	Number of Credits	Number of hours	Distribution of hours					Distribution of credits according to semesters							
				Lecture	Seminar	Rating writings	Final examination	Independent	I seminar	II seminar	III seminar	IV seminar	V seminar	VI seminar	VII seminar	VIII seminar
	University subjects	**45**														
1	**Elementary level of English language - ***	**20**														
	Foreign language A 1 (Elementary)								5							
	Foreign language A2 (Elementary)									5						
	Foreign language B1 (Elementary)										5					
	Foreign language B2 (sectoral) (Elementary)											5				
2	Office Computer Programs	5	125	30	26	4	5		5							
3	History of Georgian Art General course	5	125	30	26	4	5			5						
4	Academic Writing	3	75	8	18	2	2	45		3						
5	Social Psychology	2	50	14	3	1	2	30		2						
6	Introduction to Philosophy	2	50	15	15	1	2	17	2							
7	History of Georgia	3	75	15	8	4	3	45	5							
8	History of Georgian Literature	5	125	30	26	4	5	60	5							
	Law direction	**50**														
9	Constitutional Law of Georgia	5	125	30	11	4	5	75		5						
10	Fundamental Human Rights and Freedoms	5	125	30	11	4	5	75		5						
11	Election Law	5	125	30	11	4	5	75			5					
12	Servant Law	5	125	30	11	4	5	75			5					
13	General Administrative Law	5	125	30	16	4	5	70			5					
14	Administrative Procedure Law	5	125	30	11	4	5	75				5				
15	Municipal Law	5	125	30	13	4	3	75				5				
16	History of Georgian State and Law	5	125	30	26	4	5	60					5			
17	Basics of state and law	5	125	30	26	4	5	60	5							
18	International Public Law	5	125	30	26	4	5	60						5		
	Social-Political direction	**60**														
19	History of Political elite and political leader	5	125	30	26	4	5	60						5		
20	History of political thinking	5	125	30	26	4	5	60		5						
21	Civil society and political Culture	5	125	30	26	4	5	60							5	
22	Introduction to international Relations	5	125	30	26	4	5	60				5				

23	Introduction to Public Policy	5	125	30	26	4	5	60					5			
24	Modern models of division of state power	5	125	30	26	4	5	60			5					
25	Political Science	5	125	30	26	4	5	60	5							
26	Political system of Georgia	5	125	30	26	4	5	60					5			
27	Political image and election marketing	5	125	30	26	4	5	60						5		
28	Fundamentals of state management	5	125	30	26	4	5	60							5	
29	International organizations	5	125	30	26	4	5	60							5	
30	International Conflicts and Security	5	125	30	26	4	5	60							5	
	Economic and finance direction	**40**														
31	Taxation	5	125	30	26	4	5	60					5			
32	International Economic Relations	5	125	30	26	4	5	60				5				
33	HR Management	5	125	30	26	4	5	60					5			
34	Economics	5	125	30	26	4	5	60			5					
35	State budget of Georgia	5	125	30	26	4	5	60						5		
36	Theory of statistics.	5	125	30	26	4	5	60						5		
37	Regional Economy	5	125	30	11	4	5	75							5	
38	Municipal management	5	125	30	11	4	5	75				5				
	Elective disciplines	**15**											5	5	5	
39	Diplomacy	5	125	30	26	4	5	60								
40	Speech Culture	5	125	30	26	4	5	60								
41	Geo-politics	5	125	30	26	4	5	60								
42	Management Sociology	5	125	30	26	4	5	60								
	Bachelor's Thesis (elective)	**10**														**10**
	Study practice	**10**														**20**
	Total	240							30	30	30	30	30	30	30	30

Comment to the English language learning courses

English language learning is comprised of 20 credits in total. Teaching of English language is performed on the basis of the level of student's language knowledge according to the following scheme:

1. Students with no knowledge of the language start learning the language from level A-1 and continue on to level A-2.
2. Students with the basic knowledge of the language start learning the language from level A-2 and continue on to level B-1.

Map of learning outcomes			
#	Components	Number of Cre	Field Competencies

			Knowledge and understanding	Ability to apply knowledge in practice	Making judgment	Communication skills	Ability to learn	Values
1	**English language**	20						
	Foreign language A1							
	Foreign language A2							
	Foreign language B1							
	Foreign language B2 (sectoral)							
2	Office Computer Programs	5						
3	History of Georgian Art General course	5						
4	Academic Writing	5						
5	Social Psychology	5						
6	Introduction to Philosophy	5						
7	History of Georgia	**5**						
8	History of Georgian Literature	5						
9	Constitutional Law of Georgia	5						
10	Fundamental Human Rights and Freedoms	5						
11	Election Law	5						
12	Servant Law	5						
13	General Administrative Law	5						
14	Administrative Procedure Law	5						
15	Municipal Law	5						
16	History of Georgian State and Law	5						
17	Basics of state and law	5						
18	History of Political elite and political leader	5						
19	History of political thinking	5						
20	Civil society and Political Culture	5						
21	Introduction to international Relations	5						
22	Introduction to Public Policy	5						
23	Modern models of division of state power	5						
24	Geo-politics	5						
25	State budget of Georgia	5						
26	Political image and election marketing	5						
27	Fundamentals of state registration	5						
28	International organizations	5						
29	International Conflicts and Security	5						
30	Taxation	5						
31	International economic relations							

32	HR Management	5						
33	registration	5						
34	State budget of Georgia	5						
35	Theory of statistics.	5						
36	Law direction							
37	Municipal management	5						
38	Diplomacy	5						
39	Speech Culture	5						
40	Geo-politics							
41	Sociology	5						

HR resources of the program

1. **Besik Beridze**- Academic Doctor of Social Sciences, Professor Political science, introduction of international relations, municipal management, political system of Georgia, civil society and political culture, political image and election marketing
2. **Avtandil Diasamidze**- Academic Doctor of Social Sciences, Professor History of political thought, constitutional law of Georgia, modern models of separation of state power,
3. **Sonia Chechelashvili -** Assistant. Theory of statistics.
4. **Natela Beridze** - Academic Doctor of Social Sciences, Professor, Sociology, Introduction to Philosophy
5. **Lela Jakhaya** - Academic Doctor of Economics, Assistant, Economics, Regional Economy, International Economic Relations
6. **Tengiz Moistrapishvili**- Academic Doctor of Social Sciences, Professor, Geopolitics, international conflicts and security, diplomacy,
7. **Nikoloz Megrelishvili** - Doctorate of Law, Assistant, Basic Human Rights and Freedoms
8. **Khatuna Muradishvili** - Doctor of Public Administration, Invited Lecturer, Fundamentals of Public Administration, Introduction to Public Policy, History of Political Elite and Political Leader, International Organizations
9. **Razhden Putkaradze** - Candidate of Legal Sciences, Invited Lecturer, General Administrative Law, Administrative Procedural Law, Municipal Law, Basics of State and Law
10. **Hamlet Sanikidze** - Doctor of Business Administration, Assistant, Human Resource Management
11. **Giorgi Abuselidze** - Invited Lecturer, Tax Case, State Budget of Georgia
12. **Iveri Mukutadze** - Master of Economics, invited lecturer. Office Computer Programs
13. **Nona Shushanidze** - professor, history of Georgian art
14. **Taliko Beridze** - Professor, Academic Writing
15. **Tea Khintibidze** - Master of psychology, invited lecturer, social psychology
16. **Sulkhan Aleksaia**- Doctor of History, Associate Professor History of Georgia, History of Georgian State and Law
17. **Eter Diasamidze** - Associate Professor, History of Georgian Literature
18. **Tamila Churkveidze** - English language
19. **Mzia Shavadze** - Invited Lecturer, Electoral Law, Public Servant Law,
20. **Tamar Oragvelidze** - Assistant, Speech Culture

Material-technical base of the program

- St. Tbel Abuseridze Teaching University of Patriarchate of Georgia has library equipped according to modern requirements, where students can access literature envisioned by syllabus. Material resource present at university base is available to academic staff and students.
- Computes present in computer center have internet connection.