

Public administration and state governance

Name of educational program	Public administration and state governance
Qualification to be awarded:	Bachelor of Public Governance
Program volume in credits:	240 ECTS credits
Language of instruction:	Georgian
Prerequisite for admission to the program:	Enrollment of students in the bachelor's program is carried out according to the rules established by the legislation of Georgia. Any applicant who has a state certificate confirming complete general education, has successfully passed unified national exams and obtained the right to continue studying at a higher educational institution is accepted as a student. One of the mandatory subjects to be taken are: history, mathematics, geography, civic education. Admission of foreign citizens is carried out in accordance with the procedure established by the legislation of Georgia, without uniform national exams. - see on the link – (https://iro.ibsu.edu.ge/en/home);
The purpose of the educational program:	The purpose of the bachelor's program in public administration and state governance is to provide students with modern knowledge and appropriate qualifications in the field of functioning of various state structures. Our goal is to train qualified staff for various state structures operating at the central and municipal levels in Georgia. The future leaders of the above-mentioned institutions for effective and successful activities in the modern political, economic or social environment, so that they have the knowledge and skills that they can successfully overcome the difficulties they face and represent their country with dignity both in the domestic and international arena. During the learning process, special attention will be paid to the study of theoretical and practical issues in the field of public administration, the study of the activities of government institutions, the detailed analysis of the legislation in the relevant field in Georgia and foreign countries, the functions of various state structures, etc. Also, a detailed analysis of historical, legal, political, economic, psychological and other aspects related to public administration. Activities in the mentioned field will allow students to become modern civil servants. The learning process will allow the future bachelor to develop the student's abilities to think, write and participate both in the course of the lecture process, Also in the debates held during various events (seminars, conferences, etc.) during the learning process. Also, the student will be able to carry out a detailed analysis of the activities of various state agencies operating both

	<p>in Georgia and in foreign countries. Accordingly, the program will give the student the opportunity to develop respect for social, ethical and moral values, decision-making and communication skills, to raise the responsibility of the representatives of the young generation to the country and society; to create all the conditions for academic and career advancement for the student; to train such a specialist who will be able to critically understand the activities of government and other political institutions and who will thoroughly study the theoretical and practical aspects of public administration, will have the necessary knowledge and skills for a professional career; By training highly qualified, ethical and strategically thinking future civil servants, our goal is to promote the training of qualified civil servants, diplomats, politicians, managers, analysts, scientists for Georgia and, accordingly, to raise the political awareness and culture of the population of Georgia. i.e. To create the basis of the country's strength and development, which is so important for a country in the transition period from totalitarianism to democracy and from a centrally planned economy to a free market economy.</p> <p>Our aim is to train qualified civil servants for various relevant state and private structures, future heads of the above-mentioned institutions for effective and successful activities in the modern environment, so that they have the knowledge and skills through which they can successfully overcome the difficulties they face, pass the relevant qualifying exams .</p>
<p>Learning outcomes</p>	<p>Knowledge and understanding</p> <p>A graduate :</p> <ul style="list-style-type: none"> ● Has a broad knowledge of the functioning of the state sector in the field of public administration, which in turn includes a critical understanding of the theoretical aspects in the above-mentioned field; ● Has knowledge of activities, competencies, concepts and basic principles of various state institutions; ● Knows the current processes in the state sector, thus the future civil servant will create a solid foundation in terms of theoretical knowledge and professional skills formation and development; ● Possesses appropriate terminology in the field of public administration and also has knowledge of various statistical indicators. <p>He/ she has studied the functions of governmental and non-governmental organizations operating in the field of public administration and state governance, as well as politics, economics and law, and the effects of the influence of the main actors acting on it;</p>

		<ul style="list-style-type: none"> ● Realizes the role and place of public administration and public policy in the modern period;
	<p>Ability to apply knowledge in practice</p>	<ul style="list-style-type: none"> ● Can implement a relevant research or practical project in accordance with the instructions received from the scientific supervisor in the field of public administration, which can be subsequently presented at various student scientific conferences and other relevant events; ● Is able to use the knowledge and skills acquired in the learning process to identify and solve a specific problem in the direction of analyzing the current situation in the public sector, through finding, explaining and using appropriate sources; ● Has the ability to develop documents in the field of public administration, while also being able to take into account public interests, political, legal, socio-economic and psychological factors; ● Can collect information on various issues related to public administration and prepare analytical and recommendatory documents. ● Reading – can independently and quickly read written or published texts on various topics; use of different sources of information; ● Writing – can clearly formulate his opinions and position on various topics in writing; can prepare a report and analytical material, take a written position regarding various views; ● Listening - can listen to public speeches or audio material specific to the field, understand it and draw relevant conclusions. ● Speaking - can clearly formulate his opinion or position orally on various topics; <ul style="list-style-type: none"> ▪ Is certain and can describe the main directions, features and perspectives of public activity; ▪ Can lay down ways to neutralize the consequences of conflicts and other undesirable events between people and between different departments and services within the organization, to prevent conflicts; ▪ Is able to gain experience in the development of communication between different structures within the organization; ● Is able to gain experience in cooperation with various organizations.

		<ul style="list-style-type: none"> • Can participate in negotiation and conflict resolution in a professional context, in the development of team solutions; • Is able to draw up a business document using the existing in the public service, as well as diplomatic, political and economic terminology;
	Ability to make judgements	<ul style="list-style-type: none"> • Has the ability to collect materials in the field of the public sector for their further processing and analysis; • Can receive and process information in the field of public administration, develop appropriate recommendations, interpret data; • Is able to determine alternative ways of solving the problem in the public sector, justify and defend one's own position, form an appropriate substantiated conclusion; • Can analyze the functioning of the public sector in Georgia and abroad; • Can understand the activities of governmental (legislative, executive, judicial) structures operating in the field of public administration and/or draw appropriate conclusions
	Communication skill	<ul style="list-style-type: none"> • Can prepare a detailed written report and other relevant documents about the existing ideas, concepts, existing problems and solutions in the field of public policy and public administration and oral presentation of the main aspects of the document to relevant interested parties; • Can use modern information technologies rationally; • Is able to participate in discussions with representatives of public administration, political scientists, legal experts, representatives of relevant governmental and non-governmental organizations, present their own position to employees and colleagues in a clear and thoughtful manner during a working meeting or meeting; • Can carry out research on a specific issue in English and present a paper both in writing and orally, especially in the course of an international conference; <p>Has the ability to use relevant information bases and programs in the field of public administration and state governance.</p>

	Ability to learn	<ul style="list-style-type: none"> ●Can have a detailed understanding of his own learning process, determine the needs of further learning in accordance with the lecture courses in a specific study semester, which in turn includes deepening the knowledge around a specific lecture course, eliminating the main shortcomings in order to improve the quality of learning in subsequent courses; ●Can independently find relevant literature, including electronic material and using relevant sources, improve knowledge and qualifications, work individually with educational and scientific literature in the relevant discipline;
	Values	<ul style="list-style-type: none"> ●Participates in the process of formation of public administration and state governance and ethical values in society and strives to establish them: <ul style="list-style-type: none"> ● Respects diversity; ●Has a high sense of responsibility towards society, can compromise in certain situations; Demonstrates enthusiasm and initiative, communicates effectively in a work/study group, has developed the ability to recognize ethical problems, select and defend appropriate solutions that occur in the field of public administration and politics; ●Understands the role of legal, ethical and cultural responsibility in the organization and society, has professional responsibility; ● Has formed the awareness of the obligation to protect security, the ability to appreciate and respect differences and cultural diversity; ● Is aware of the importance of gender equality and behavior based on ethical norms.
Student knowledge assessment system	<p>The goal of evaluation is to determine student's education results qualitatively in relation to academic program goals and parameters.</p> <p>Students may be assessed orally and/or in a written way. A student's knowledge and skills are assessed through 100 points grading system. It consists of midterm and final evaluations, the sum of which makes up 100 points.</p> <p>Grading system allows:</p> <p>a) Five types of positive grades</p> <p>1) (A) Excellent – 91 – 100:</p>	

	<p>2) (B) Very good – 81-90.</p> <p>3) (C) Good – 71-80:</p> <p>4) (D) Satisfactory – 61-70.</p> <p>5) (E) Sufficient – 51-60.</p> <p>b) Two types of negative grades</p> <p>1) (FX) Fail – 41-50, meaning that a student requires some more work before passing and is given a chance to sit an additional examination after independent work;</p> <p>2) (F) Fail – 40 and less, meaning that the work of a student is not acceptable and he/she has to study the subject anew.</p> <p>For the midterm and final evaluations minimal passing grade is set. The final evaluation minimal passing grade is 60% of final evaluation grade.</p> <p>Midterm and final evaluation grade distribution, their minimal competence levels and assessment criteria are described in the corresponding syllabus.</p> <p>A credit can be awarded only after the attainment of learning outcomes, envisaged by the course syllabus and following requirements:</p> <p>a) Obtaining minimal competence levels set for midterm and final evaluations;</p> <p>b) Obtaining minimum 51 points out of 100 points of final grade.</p> <p>A student is allowed to take an additional (make-up) exam in case he/she scored 41-50 points of final grade or minimum 51 points, but did not obtain minimal competence level set for final evaluation.</p> <p>The minimum competency threshold for midterm and final assessments is 51% of the respective assessment.</p> <p>Considering its specification, the format and the assessment criteria of mid-term and final evaluations can be determined in the specific module/course syllabus.</p>
Field of employment	<p>The public sector is considered to be the most relevant field of employment for graduates after completing the bachelor's program in public administration and state governance. In particular, state agencies at the central or local level, including the administrative links of the executive and legislative branches of government. Since the program provides students not only with specific knowledge specific to the field, but also focuses on such universal issues of management as management, organizational behavior, project management, budgeting, etc., the area of employment of the graduates of the program is not only the public and non-governmental sector, but also international organizations and private companies.</p>



#	Study course/module/study practice/research component	Status	Number of credits	Distribution of credits for each course and semester				Distribution of hours	Contact hours each week		
				I A.Y	II A.Y	III A.Y	IV A.Y		Contact hours		

				I semester	II semester	III semester	IV semester	V semester	VI semester	VII semester	VIII semester	Lecture / consultation	Lecture / Counseling Seminar / Group work / Laboratory work / Midterm exam (s)	Final exam	Total of contact hours	Independent work	Hours in total	Lecture	Seminar / group work / laboratory work / practical work	Number of full hours	
	Total number of hours											144 7	140 5	154. 5	176. 5	3440	8635	1125 0	101	101	202
I												251	269	20	20	528	690	1250	14	18	32
	Foreign language (English, French, Spanish, Turkish, German, Russian) A1 A2 B1 B2	Optional	20	5	5	5	5					112	120	8	8	248	252	500	8	8	16
	Information technologies	Mandatory	5		5							13	15	2	2	32	93	125	1	1	2
	Academic writing	Mandatory	5	5								14	14	2	2	32	93	125	1	1	2
II	Free credits	Mandatory	20						5	10	5	112	120	8	8	248	252	500	4	8	12
III	Major specialty component																				

A)	Mandatory components	Mandatory	165	20	20	24	21	25	15	15	25	524	486	60.5	62.5	1338	3644	4125	38	34	72
1.	Sociology	Mandatory	5	5								14	14	2	2	32	93	125	1	1	2
2.	History of political thought	Mandatory	5	5								14	14	2	2	32	93	125	1	1	2
3.	Basics of economics	Mandatory	5	5								26	17	2	2	46	79	125	1	1	3
4.	Fundamentals of law	Mandatory	5	5								14	14	2	2	32	93	125	1	1	2
5.	Constitutional law	Mandatory	5		5							14	14	2	2	32	93	125	1	1	2
6.	Introduction to Political Science	Mandatory	5		5							14	14	2	2	32	93	125	1	1	2
7.	Macroeconomics	Mandatory	5		5							26	17	2	2	46	79	125	2	2	3
8.	Introduction to political ideologies	Mandatory	5		5							16	12	2	2	32	93	125	1	1	2
9.	Introduction to Public Administration	Mandatory	5			5						14	14	2	2	32	93	125	1	1	2
10.	Professional English I	Mandatory	5			5*	5					26	30	2	2	60	65	125	2	2	4
11.	Fundamentals of management	Mandatory	5			5						14	14	2	2	32	79	125	1	1	2
12.	Administrative law	Mandatory	4			4						14	14	2	2	32	93	100	1	1	2
13.	Basic human rights and freedoms	Mandatory	5			5						14	14	2	2	32	939	125	1	1	2
14.	public speeches	Mandatory	3				3					15	13	2	2	32	43	75	1	1	2
15.	Preparation of official documents	Mandatory	3			3						14	14	2	2	32	43	75	1	1	2
16.	Professional English II	Mandatory	5				5	5*				26	30	2	2	60	65	125	2	2	4
17.	Public finance management	Mandatory	5			5						28	14	2	2	46	79	125	2	1	3
18.	Statistics in Social Sciences	Mandatory	5				5					24	18	2	2	46	79	125	2	1	3
19.	Public information and public relations	Mandatory	5					5				14	14	2	2	46	93	125	1	1	2
20.	Management of human resources	Mandatory	5					5				13	15	2	2	32	93	125	1	1	2
21.	Public policy	Mandatory	5					5				13	15	2	2	46	79	125	1	1	2
22.	International economy	Mandatory	5					5				13	15	2	2	32	93	125	1	1	2
23.	Budget planning of state agencies	Mandatory	5					5				15	13	2	2	32	93	125	1	1	2

24.	Research methods in social sciences	Mandatory	5						5			24	18	2	2	46	79	125	2	1	3
25.	Project management	Mandatory	5						5			28	28	2	2	60	65	125	2	2	4
26.	Basics of local self-government	Mandatory	5						5			24	18	2	2	46	79	125	2	1	3
27.	organizational behavior	Mandatory	5							5		14	14	2	2	32	93	125	1	1	2
28.	Economy of Georgia	Mandatory	5							5		12	16	2	2	32	93	125	1	1	2
29.	strategic management	Mandatory	5							5		13	15	2	2	32	93	125	1	1	2
30.	Governance in Georgia	Mandatory	5							5		14	14	2	2	32	79	125	1	1	2
31.	Learning practice	Mandatory	10						10			0	0	0	2	152	98	250	0	0	0
32.	Bachelor thesis	Mandatory	10								10	0	0	0.5	0.5	30	220	250	0	0	0
B)	Optional learning components	Optional	25			5	5	10	5			672	650	94	94	1574	4301	5875	49	49	98
1.	History of the state and law	Optional	5									14	14	2	2	32	93	125	1	1	2
2.	Introduction to Education Policy	Optional	5									16	12	2	2	32	93	125	1	1	2
3.	Introduction to Health Policy	Optional	5									16	14	2	2	32	93	125	1	1	2
4.	Social policy	Optional	5									15	13	2	2	32	93	125	1	1	2
5.	Cyber security and public structures	Optional	5									13	15	2	2	32	93	125	1	1	2
6.	Economic growth and development	Optional	5									14	14	2	2	32	79	125	1	1	2
7.	Economics of European integration	Optional	5									15	13	2	2	32	93	125	1	1	2
8.	Monetary economy	Optional	5									15	13	2	2	32	93	125	1	1	2
9.	Development of the world economy	Optional	5									15	13	2	2	32	93	125	1	1	2
10.	International organizations	Optional	5									14	14	2	2	32	93	125	1	1	2
11.	European integration policy	Optional	5									13	15	2	2	32	93	125	1	1	2

12.	Diplomatic protocol and etiquette	Optional	5									14	14	2	2	32	93	125	1	1	2
13.	Negotiations and conflict resolution;	Optional	5									14	14	2	2	32	93	125	1	1	2
14.	Comparative Politics	Optional	5									14	14	2	2	32	93	125	1	1	2
15.	Foreign policy of Georgia	Optional	5									14	14	2	2	32	93	125	1	1	2
16.	History of international relations	Optional	5									14	14	2	2	32	93	125	1	1	2
17.	Basics of civil society	Optional	5									14	14	2	2	32	93	125	1	1	2
18.	History of Georgian civilization	Optional	5									14	14	2	2	32	93	125	1	1	2
19.	History of world civilization	Optional	5									13	15	2	2	32	93	125	1	1	2
20.	Culturology	Optional	5									14	14	2	2	32	93	125	1	1	2
21.	Psychology	Optional	5									14	14	2	2	32	93	125	1	1	2
22.	Carrer development	Optional	5									16	12	2	2	32	93	125	1	1	2
23.	Intercultural communications	Optional	5									14	14	2	2	32	93	125	1	1	2
24.	Introduction to Public Policy Analysis	Optional	5									13	15	2	2	32	93	125	1	1	2
25.	International public law	Optional	5									14	14	2	2	32	93	125	1	1	2
26.	Professional English 3	Optional	5									28	30	2	2	60	65	125	2	2	4
27.	Management of state procurement and state property	Optional	5									14	14	2	2	32	93	125	1	1	2
28.	Professional English 4	Optional	5									28	30	2	2	60	65	125	2	2	4
29.	Regulatory impact assessment	Optional	5									16	12	2	2	32	93	125	1	1	2
30.	Economic security	Optional	5									14	14	2	2	32	93	125	1	1	2
31.	Methods of critical thinking	Optional	5									12	16	2	2	32	93	125	1	1	2
32.	Leadership in public service	Optional	5									16	12	2	2	32	93	125	1	1	2
33.	Electronic government and information security	Optional	5									15	13	2	2	32	93	125	1	1	2
34.	Fundamentals of financial auditing	Optional	5									15	13	2	2	32	93	125	1	1	2
35.	Policy of juvenile convicts	Optional	5									14	14	2	2	32	93	125	1	1	2

36.	Introduction to Civil Law	Optional	5									14	14	2	2	32	93	125	1	1	2
37.	State insurance and pension policy	Optional	5									14	14	2	2	32	93	125	1	1	2
38.	State management and administration in construction legal relations	Optional	5									14	14	2	2	32	93	125	1	1	2
39.	Introduction to state defense management	Optional	5									16	12	2	2	32	93	125	1	1	2
40.	Ethics and general rules of conduct in public service	Optional	5									13	15	2	2	32	93	125	1	1	2
41.	Monitoring and evaluation in the public sector	Optional	5									16	12	2	2	32	93	125	1	1	2
42.	Marketing of public services	Optional	5									13	15	2	2	32	93	125	1	1	2
43.	Risk management in public service	Optional	5									13	15	2	2	32	93	125	1	1	2
44.	Thesis writing methods (language of instruction: English)	Optional	5									13	15	2	2	46	93	125	1	1	2
45.	Thesis writing methods (language of instruction: Georgian)	Optional	5									16	12	2	2	32	93	125	1	1	2
46.	Corruption in public service	Optional	5									16	12	2	2	32	93	125	1	1	2
47.	Global world and modern challenges	Optional	5									16	12	2	2	32	93	125	1	1	2
Total			240	30	30	29	31	30	30	30	30										