

Public administration and state governance

Name of educational program	Public administration and state governance
Qualification to be awarded:	Bachelor of Public Administration
Program volume in credits:	180 ECTS credits
Language of instruction:	Georgian
Prerequisite for admission to the program:	<p>A person is eligible to enroll in a bachelor's program provided they have completed their general education, have a state-certified document that meets the requirements and were granted admission to the program based on their performance on the unified national exams. After obtaining the right to study, a person must undergo administrative registration at the Black Sea International University.</p> <p>Persons who, based on the Order No. 224/N of December 29, 2011, of the Minister of Education and Science of Georgia, "On approval of the procedure for submission and review of documents by entrants/master's degree candidates/students who have the right to study without passing unified national exams/common master's exams" have to enroll in the university without passing the unified national exams. The mentioned persons are obliged to confirm their knowledge of the Georgian language at the B2 level.</p> <p>According to the order of the Minister of Education and Science of Georgia No. 10/N of February 4, 2010, "On approval of the procedure and fees for transferring from a higher educational institution to another higher educational institution, students enrolled under the mobility rule."</p>
The purpose of the educational program:	<p>enable the student to:</p> <ul style="list-style-type: none"> • To gain broad theoretical knowledge of the institutional, territorial-administrative and organizational arrangement of public administration, conceptual foundations of public administration, legal, political and economic aspects of its organization, local self-government, policy making in the public sector, strategic management process and coordination mechanisms, EU institutions and European integration, analysis of public policy, the cycle of human resources management in the public sector and its standards, principles of career and professional development, status of persons employed in public service and their legal status, standards of production and delivery of public services, innovation management and digital governance tools, principles and mechanisms of public finance management, control principles and

	<p>mechanisms, budget management standards at the central, local and organizational levels, about accountability, integrity and responsibility management mechanisms, as well as "good governance" standards and tools for their implementation;</p> <ul style="list-style-type: none"> • Develop the ability to identify complex and unforeseen problems related to the field of public administration and, using their quantitative and qualitative research methods, including tools of public policy analysis, to participate in the development of solutions; • To develop the ability to search for the necessary information in the field of public administration, data processing, academic honesty, and ethical principles, in accordance with predetermined guidelines, to develop a project (paper) of a research or practical nature, as well as relevant reports and documents; • To develop the ability to analyze the processes related to the field of public administration, to formulate reasoned conclusions related to the field of public administration, and to present them to interested parties; • To develop the ability to conduct activities focused on professional development, to take responsibility for one's own actions, to carry out one's activities in compliance with ethical principles, to plan and promote the continuous professional development of one's own and others, as well as to determine one's further learning needs and to exercise independence with a high degree of independence.
<p>Learning outcomes</p>	<p>Knowledge and understanding</p> <p>After completing the public administration undergraduate educational program, the student:</p> <ol style="list-style-type: none"> 1. Describes the main theories, principles, stages of development of the field, trends, institutional, legal, political and economic bases of public administration, basic principles of public administration, forms of organizational arrangement and activity of administrative bodies, innovative and effective tools of the administrative process, results the mechanisms necessary for the implementation of focused decisions, the principle of local self-government, territorial bases of local self-government, mechanisms of policy making and coordination in the public sector, EU institutions, standards of human resources management in the public sector, principles of career and professional development, the legal status of persons employed in the public service, the standards of production and delivery of public services, the basics of public finance management, budget management standards,

		<p>accountability, integrity and responsibility management mechanisms, as well as "good governance" standards and their implementation tools.</p> <p>2. Explains the specifics of public administration processes, the need to observe the general rules of ethics and behavior in public institutions, and to promote the participation of citizens in the formation of a democratic society.</p>
	Skill	<p>3. Identifies complex and unforeseen problems related to the field of public administration and, using quantitative and qualitative research methods, including public policy analysis tools, develops ways to solve them;</p> <p>4. Finds and interprets the necessary information, processes data and, following the principles of academic integrity and ethics, develops a research or practical project (thesis) in accordance with predetermined guidelines, as well as relevant reports and documents;</p> <p>5. Analyzes processes related to the field of public administration, applied data, and situations, formulates reasoned conclusions, using standard and some of the latest methods;</p> <p>6. Discusses own ideas, and problems in the field of public administration and their solutions with specialists and non-specialists in oral and written form, using information and communication technologies.</p>
	Responsibility and autonomy:	<p>7. Conducts activities focused on the continuous professional development of oneself and others, takes responsibility for one's own actions, and demonstrates the ability to constantly update knowledge, following the principle of "lifelong learning".</p> <p>8. In the realm of public administration, problem-solving approaches are grounded in the principles of good governance (GG) and adhere to the principles of collaboration, safeguarding the boundaries of moral and professional conduct standards, and upholding democratic values, constitutional order, and human rights while engaging in pertinent administrative procedures.</p>
Student knowledge assessment system	The goal of evaluation is to determine student's education results qualitatively in relation to academic program goals and parameters.	

	<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. Grading system allows:</p> <ul style="list-style-type: none"> a) Five types of positive grades <ul style="list-style-type: none"> 1) (A) Excellent – 91 – 100: 2) (B) Very good – 81-90. 3) (C) Good – 71-80: 4) (D) Satisfactory – 61-70. 5) (E) Sufficient – 51-60. b) Two types of negative grades <ul style="list-style-type: none"> 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; 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>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> <ul style="list-style-type: none"> a) Obtaining minimal competence levels set for midterm and final evaluations; b) Obtaining minimum 51 points out of 100 points of final grade. <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>A graduate of the Bachelor of Public Administration education program can be employed in the public sector, where an academic degree of Bachelor of Public Administration is required. In particular:</p>

- In the administrative circles of legislative and executive authorities;
- In local self-government and governance bodies;
- In public institutions, including legal entities under public law;
- In non-entrepreneurial (non-commercial) legal entities of the appropriate profile, including international organizations.

A graduate of the public administration bachelor's educational program is entitled to continue his studies in the higher educational institutions of Georgia or other countries on the public administration master's program, which is focused on the training of a specialist and researcher at the next level.

A graduate student can also continue his studies at a master's program of any direction if the prerequisite for admission to this program is not limited to a bachelor's academic degree in another specialty.

Study course/module/practice/research component	Status	Number of credits	Distribution of credits for training According to courses and semesters						Distribution of hours							
			I A.y.		II A.y.		III A.y.		Contact					Independent work	Total hours	
			I Semester	II Semester	III Semester	IV Semester	V Semester	VI Semester	Lecture	Seminar/group work/practical work	Midterm exam(s)	Final exam	Total contact			
1.1.	Free compulsory training courses	20	15	5												

1.	Computer skills	Compulsory	5	5					14	14	2	2	32	93	125
2.	Academic writing	Compulsory	5	5					14	14	2	2	32	93	125
3.	General English B2.1	Compulsory	5	5					28	28	2	2	60	65	125
4.	General English B2.2	Compulsory	5		5				28	28	2	2	60	65	125
1.2.	Free optional component		10		10										
1.	Sociology	Elective	5		5				14	14	2	2	32	93	125
2.	Introduction to Political Ideologies	Elective	5		5				14	14	2	2	32	93	125
3.	Introduction to Psychology	Elective	5		5				14	14	2	2	32	93	125
4.	Fundamentals of law	Elective	5		5				14	14	2	2	32	93	125
II.			150												
2.1.	Mandatory training courses in the field of basic education		135	15	15	30	30	25	20						
1.	Introduction to Political Science	Compulsory	5	5					14	14	2	2	32	93	125
2.	Introduction to Public Administration	Compulsory	5	5					14	14	2	2	32	93	125
3.	Principles of economics	Compulsory	5	5					28	14	2	2	46	79	125
4.	Law of State Organization of Georgia	Compulsory	5		5				28	14	2	2	46	79	125
5.	Fundamentals of management	Compulsory	5		5				14	14	2	2	32	93	125
6.	Public policy	Compulsory	5		5				14	14	2	2	32	93	125
7.	Professional English language - 1	Compulsory	5			5			28	28	2	2	60	65	125
8.	Administrative law	Compulsory	5			5			14	14	2	2	32	93	125

9.	Basic human rights and freedoms	Compulsory	5			5				14	14	2	2	32	93	125
10.	Public finance and budget	Compulsory	5			5				28	14	2	2	46	79	125
11.	Human resources management	Compulsory	5			5				14	14	2	2	32	93	125
12.	Strategic management	Compulsory	5			5				14	14	2	2	32	93	125
13.	Professional English language - 2	Compulsory	5			5				28	28	2	2	60	65	125
14.	Organizational behavior and leadership	Compulsory	5			5				14	14	2	2	32	93	125
15.	Access to public information and protection of personal data	Compulsory	5			5				14	14	2	2	32	93	125
16.	Local government	Compulsory	5			5				14	14	2	2	32	93	125
17.	Innovative management	Compulsory	5			5				28	14	2	2	46	79	125
18.	Clerc law	Compulsory	5			5				14	14	2	2	32	93	125
19.	EU law and European integration (in Georgian and English)	Compulsory	5			5				14	14	2	2	32	93	125
20.	Rules of conflict of interest, ethics, and conduct in public service	Compulsory	5			5				14	14	2	2	32	93	125
21.	Research methods in public administration	Compulsory	5			5				28	14	2	2	46	79	125
22.	Public service management and e-governance	Compulsory	5			5				14	14	2	2	32	93	125
23.	Strategic communications	Compulsory	5			5				14	14	2	2	32	93	125
24.	Public speeches	Compulsory	3						3	14	14	2	2	32	43	75
25.	Learning practice	Compulsory	7						7							125
26.	Bachelor thesis	Compulsory	10						10	14	14	2	2	32	93	125

2.2.	Elective training courses in the field of basic education		15				5	10							
1.	Audit in public administration	Elective	5				5		14	14	2	2	32	93	125
2.	Statistics in public administration	Elective	5				5		28	14	2	2	46	79	125
3.	Risk management in public service	Elective	5				5		14	14	2	2	32	93	125
4.	Information security	Elective	5				5		14	14	2	2	32	93	125
5.	State Defense and Security Management	Elective	5				5		14	14	2	2	32	93	125
6.	Juvenile Justice Policy	Elective	5				5		14	14	2	2	32	93	125
7.	Introduction to Health Policy	Elective	5				5	5	14	14	2	2	32	93	125
8.	Introduction to Education Policy	Elective	5				5	5	14	14	2	2	32	93	125
9.	Social policy	Elective	5				5	5	14	14	2	2	32	93	125
10.	The art of negotiation and conflict management (in Georgian and English)	Elective	5				5	5	14	14	2	2	32	93	125
11.	Methodology of drafting an administrative act (practical course)	Elective	5				5	5	14	14	2	2	32	93	125
12.	State procurement and state property management	Elective	5				5	5	14	14	2	2	32	93	125
13.	State regulation of construction activities	Elective	5				5	5	14	14	2	2	32	93	125
14.	Monitoring and evaluation in public service	Elective	5				5	5	14	14	2	2	32	93	125
15.	Global world and modern challenges	Elective	5				5	5	14	14	2	2	32	93	125
16.	Taxes and tax system	Elective	5				5	5	14	14	2	2	32	93	125
17.	Marketing in the public sector	Elective	5				5	5	14	14	2	2	32	93	125

18.	Project management	Elective	5						5	14	14	2	2	32	93	125
Total			180	30	30	30	30	30	30							

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