



Master's Program in Public Administration

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Master's program

Public Administration

Tbilisi, 2024



Master's Program in Public Administration

Name of educational program: საჯარო მმართველობა/Public administration

Level of higher education: master's degree

Faculty: Legal and Social Sciences

Qualification to be awarded: Master of Public Administration

Language of instruction: Georgian

Heads of the educational program:

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Program volume in credits:

The master's education program is built on the basis of the European Credit Transfer and Accumulation System (ECTS). One credit in the public administration master's education program covers a student's study load of 25 hours, which combines both contact and independent hours.

Public administration Master's education program includes 120 ECTS credits in total, full load of one academic year - 60 (ECTS) credits, and full load of one semester - 30 credits. Accordingly, the standard duration of the master's educational program is 4 academic semesters or 2 academic years.

It is permissible for a student's study workload to exceed 60 credits or be less than 60 credits during one academic year. In addition, it is not allowed for the student's study workload to exceed 75 (ECTS) credits in one academic year.

Prerequisites for admission to the program



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A person with a bachelor's degree or an equivalent academic degree who successfully passes the common master's examination and intra-university examinations is eligible to study in the public administration master's program.

The right to participate in intra-university exams will be obtained by the master's degree candidate who overcomes the minimum competence limit of the general master's exam.

The master's degree candidate passes an intra-university written exam (testing) in the English language, in order to confirm knowledge of the English language at least B2 level, and a written exam (testing) in the specialty.

The content, procedure, issues of intra-university exams (test samples) and the criteria for evaluating students' knowledge will be posted on the university's website (<http://eeu.edu.ge>) at least one month before the start of the exams.

A person can be enrolled in public administration master's programs on a mobility basis in accordance with the applicable legislation. In addition, a master's student wishing to enroll in the master's program of public administration through mobility must meet the prerequisites for admission to the educational program

It is allowed to continue studying at master's educational programs without passing common master's exams, in the manner and within the time limits established by the Ministry of Education and Science of Georgia, in the cases provided for by paragraphs 7 and 7¹ of Article 52¹ of the Law of Georgia "On Higher Education".

Note: A master's degree candidate is exempted from the internal English language exam if he presents an international certificate confirming knowledge of English at least B2 level (Cambridge ESOL Exams: IELTS – Bands at least 5.5; FCE – at least Grade C; BEC Vantage – at least Grade C; ILEC – Pass with BULATS – 65-69; TOEIC – 715-795; Aptis Test TOEFL: at least 46-49) or a relevant valid certificate (CERTUS) issued by the National Center for Assessment and Examinations or a diploma confirming the completion of an English-language academic educational program (bachelor's, master's, etc.) within the last 2 years.

Purpose of the program

The goal of the master's program in public administration is to:

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- provide the student with a deep and systematic knowledge of the principles and concepts of public administration, the tools and techniques of making administrative decisions in public institutions, innovative management strategies, the main directions and mechanisms of public administration, the types of administrative production, features of the functioning of the financial system of the state, the interrelationships of different levels of budgets and the peculiarities of their implementation, the development trends of the modern state in the context of comparative public administration, as well as the basic principles of academic writing and modern methods of scientific research;
- develop in the student the ability to develop strategic management and policy planning documents, strategic priorities, programs and projects in the public sector, as well as ways to solve complex problems in the field of public administration;
- develop the student's ability to recognize complex problems in the field of public administration, plan the scientific-research process on topical issues of public administration, and independently develop a scientific research project/paper;
- develop the student's ability to find, analyze and critically evaluate a wide range of data from various sources, the latest scientific studies, as well as to develop their own reasoned conclusions about the ways of solving complex problems in the field of public administration;
- develop the ability of students to present their conclusions, arguments and research results in written and oral form to the academic and professional community in Georgian and English languages.

- develop the student's skills to act according to ethical standards in the field of public administration, to independently conduct studies and scientific research, to take responsibility for one's own behavior and the professional development of team members.

Learning outcomes of the program

Knowledge and understanding

After completing the master's program in public administration, the student:

1. systematically describes the classical and modern concepts of public administration, the constitutional foundations of public administration, the tasks of public administration, the structure of principles of public administration, legal instruments for the implementation of public administration, the organizational structure and powers of public administration in European countries, the types of administrative proceedings, the principles, concepts and standards of "good governance", the mechanisms of public involvement in the political decision-making process, the purpose of the fight against corruption and the preventive mechanisms of corruption risks, the principles and mechanisms of public finance management, the main directions of state budget policy, public policy planning and coordination mechanisms,



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policy document development stages, public policy analysis models, regulatory impact assessment (RIA) goals, principles and content, the main components of regulatory impact assessment, innovative strategies of human resources management in the public sector, tools for continuous professional and career development in the public sector, types of public services and project management, basic principles, methods and tools, as well as basic principles of academic writing, modern methods of scientific research, the rules of academic honesty, the issues of research ethics, the basic rules and principles of creating professional scientific texts;

2. Determines the role of the European Union in the process of institutional development of the state administration and public service of Georgia, as well as taking into account the constitutional obligation of integration of Georgia into good European and Euro-Atlantic structures, in the model of multi-level management of the public sector, the trends of governance development.

Skills

After completing the master's program in public administration, the student:

3. develops innovative ideas in the field of public administration, constructive management solutions, strategic management and policy planning documents in the public sector, programs and projects, research-based analytical reports, strategic priorities, as well as new, original ways of solving complex problems in the field of public administration;
4. will identify complex problems in the field of public administration, plan a scientific-research process on topical issues of public administration, develop a scientific research project (thesis) independently, following the principles of academic integrity and using the latest research methods;
5. will search, analyze and critically evaluate a wide range of complex or incomplete empirical information, primary data, the latest scientific research and based on the principles of good governance, will develop appropriate argumentative conclusions regarding the factors that negatively affect the quality of public administration's credibility and ways to solve complex problems in the field of public administration;
6. in accordance with the standards of academic ethics, will present to the academic and professional society his own conclusions, arguments and research results regarding the challenges in the field of governance, the improvement of the public administration system, the modernization of specific areas of administration, the effective state management system, the Europeanization of public administration, Georgian and in English, in written and oral form.

Responsibility and autonomy

After completing the master's program in public administration, the student:



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7. demonstrates the ability to independently conduct studies and research in the field of public administration;
8. recognizes the need for ethical standards in the field of public administration, protects democratic values, constitutional order, human rights, takes responsibility for his own behavior and the professional development of team members when making common team decisions.

Teaching-learning methods and activities

The syllabus of each study course provided by the master's program of public administration provides for the ways (methods) of achieving the goal of the course, which is based on the principles of student-centered teaching. The teaching-learning methods provided by the syllabus of each course are focused not only on acquiring knowledge, but also on developing skills.

The courses of the master's program in public administration include teaching-learning methods relevant to the topic. The teaching-learning methods reflected in the syllabus of each course of the educational program correspond to the level of education and the goals and content of each course. Teaching-learning methods, depending on the specifics of the training course, ensure the achievement of the learning results provided by the syllabus of the training course, and the set of existing teaching methods - the achievement of the learning results provided by the program.

When selecting teaching methods, the goal of the training course and the expected result - what the student should know and be able to do - are taken into account. Teaching and learning methods such as lectures, work in working groups, seminars, practical work and others are used to implement the educational component of the educational program. The teaching-learning methods provided by the study course syllabi contribute to the assimilation of specific material and develop the student's transferable skills.

In addition, the teaching-learning method includes relevant activities: discussion/debate, cooperative learning, collaborative work, demonstration, explanation, verbal, deduction, induction, analysis, brainstorming, case study), problem-based learning (PBL) and others.

The activities used in the teaching-learning process complement each other and go into each other. Academic and visiting staff implementing the program may use one or more of the above activities or any other activity depending on the specific learning task.

Student knowledge assessment system



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Mastering the educational component provided by the master's program in public administration assumes the active participation of students in the teaching process and is based on the principle of continuous evaluation of acquired knowledge.

During the implementation of the master's program of public administration, the assessment of the level of achievement of the student's learning results is made in accordance with the evaluation system approved by the order of the Minister of Education and Science of Georgia N3 of January 5, 2007 "On the procedure for calculating credits for higher education programs".

Assessment of the level of achievement of the student's learning outcome in the educational component of the master's program in public administration includes intermediate (single or multiple) and final assessment, the sum of which represents the final assessment (100 points).

Intermediate and final assessment (assessment components) include assessment methods, i.e. the means/means used to assess the achievement of learning outcomes (oral/written exam/survey, project, test, essay, demonstration, presentation, discussion, practical/theoretical assignment, working in a working group, participation in the discussion, etc.). The measuring unit of the evaluation method is the evaluation criterion, which determines the level of achievement of learning outcomes.

For each component of the evaluation, a quantitative indicator (expressed in percentages or points) is determined from the total evaluation score (100 points) in the final evaluation, which is reflected in the syllabus of a specific study course and is communicated to the student at the beginning of the study semester.

A minimum competency threshold is defined in each evaluation component. The specific share of the minimum competence limit of the final assessment should not exceed 60% of the final assessment. During the implementation of the master's education program of public administration, the minimum competence limit of the student's midterm and final assessment is reflected in the syllabus of a specific study course and is communicated to the student at the beginning of the study semester.

Credit may not be awarded using only one component of the assessment (interim or final assessment). The student is awarded credit in case of exceeding the minimum competence thresholds defined in each evaluation component and receiving one of the positive evaluations.

Assessment of the learning outcomes of the learning components of the educational program is completed in the same semester in which it was carried out. The evaluation system of the learning component of the educational program has:



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Five types of positive evaluation:

A - Excellent	91-100 points
B - very good	81-90 points
C - Good	71-80 points
D – Satisfactory	61-70 points
E - Enough	51-60 points

Two types of negative evaluation:

FX - Fail After Supplementary Assessment – 41-50 points, which means that the student needs more work to pass and is given the right to take the additional exam once with independent work;

F – Fail – 40 points and below, which means that the work done by the student is not enough and he has to study the course/subject afresh.

In the case of getting FX in the study component of the educational program, an additional exam is scheduled no later than 5 calendar days after the announcement of the results of the final exam. The number of points obtained in the final assessment is not added to the grade received by the student in the additional exam. The grade obtained on the additional exam is the final grade and is reflected in the final grade of the educational program's educational component.

The scientific-research component (master's thesis) of the master's program in public administration must be evaluated in the same or the next semester in which the student completes the work on it.

The scientific-research component of the master's program in public administration (master's thesis) is evaluated as a whole- by the final evaluation, which includes the evaluation received on the evaluation and defense of the content of the master's thesis by the persons specified by the "Rule of planning, implementation and evaluation of the scientific-research component of the Master's programs of the Faculty of Law and Social Sciences" of the East Europe University.

The evaluation system of the scientific-research component (master's thesis) of the master's program in public administration has:



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Five types of positive evaluation:

A - Excellent	91-100 points
B - very good	81-90 points
C - Good	71-80 points
D – Satisfactory	61-70 points
E - Enough	51-60 points

Two types of negative evaluation:

(FX - Fail After Supplementary Assessment – 41-50 points, which means that the master's student is allowed to submit a revised master's thesis during the next semester;
(F – Fail – 40 points and less, which means that the master's student loses the right to submit the same master's thesis.

Employment Areas

A graduate of the Master of Public Administration program can be employed in the public sector, where a Master of Public Administration degree is required, namely:

- in the executive bodies of the state government - in the government administration, ministries, state sub-departmental institutions included in the sphere of their governance, the office of the state minister and the special purpose state institutions of the executive power under the direct authority of the government, the administration of the state trustee, in the institutions of the executive authorities of the autonomous republics of Abkhazia and Adjara;
- in municipal bodies and institutions, in private legal entities operating with the financing of the municipality's budget, in non-entrepreneurial (non-commercial) legal entities established by municipalities;
- legal entities of public law.

The possibility of continuing education



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

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

Material and technical resources

- University infrastructure and material-technical resources available to students without restrictions are used to achieve the learning outcomes provided by the master's program in public administration, namely:
 -
 - Study auditoriums equipped with proper equipment, academic and administrative staff working rooms;
 - Conference hall;
 - A library equipped with computer equipment and information and communication technologies, where relevant printed and electronic literature provided by the syllabus of the program is available;
 - Three computer resource centers, computer equipment connected to the Internet and internal network, and adequate computer programs for the learning/teaching process;
 - Various technical devices, etc.

The program has the support of the university library, which houses the latest Georgian and foreign language modern book fund. The book fund includes mandatory literature, lecture courses, readers and other educational materials (including those available on electronic media) provided by the syllabi, which are replenished and updated annually with basic and additional textbooks provided by the syllabi of the training courses, as well as other types of literature. Students have access to the latest scientific periodicals in electronic and material form, international electronic library databases: Cambridge Journals Online, Edward Elgar Publishing's journals and development studies eBooks, Heinonline.

In order to implement the practical component, the university has signed memorandums of cooperation with various public institutions, where students will have the opportunity to develop practical skills.

Information about the human resource necessary for the implementation of the educational program



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The implementation of the program involves the academic staff of the university and invited specialists with appropriate qualifications, who have the necessary competence to produce the learning outcomes of the public administration master's program, professional experience relevant to the program profile, academic degree, teaching and research experience.

Additional information on human resources can be found in the appendix of the Master of Public Administration educational program and the syllabi of the relevant training courses.

Program structure

The public administration master's education program consists of educational (90 ECTS) and scientific-research (30 ECTS) components.

The educational component of the master's program in public administration (90 ECTS) is presented in the form of compulsory study courses (60 ECTS), optional study courses (15 ECTS) and public administration clinic (15 ECTS).

The public administration clinic (15 ECTS) is a necessary component of the master's educational program. Its purpose is to develop the student's practical skills. Within the framework of the public administration clinic, the student himself plans and implements practical activities in agreement with the head of practice and under his supervision. The student goes through the public administration clinic in partner organizations of the relevant profile.

The scientific-research component (30 ECTS) of the public administration master's educational program is presented in the form of a master's thesis.

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Appendix 1.

Curriculum

№	Name of the course/module	Course code	ECTS credit/hour	Student's work load		Admission prerequisite	Teaching semester
				Contact hours	independent hours		
I. Learning component (90 ECTS)							
1.1. Mandatory study courses/components of the educational program (75 ECTS)							
1.1.1	Theoretical component (60 ECTS)						
1	Research design and methods in public administration	MPA1001	6/150	40	110	does not have	1
2	Organizational arrangement of public administration	MPA1002	6/150	40	110	does not have	1
3	Legal instruments for implementation of public administration	MPA1003	6/150	40	110	does not have	1
4	Democracy and good governance	MPA1004	6/150	40	110	does not have	1
5	Public policy and policy analysis	MPA1005	6/150	40	110	does not have	1
6	Public finance management and state budgeting	MPA1006	6/150	40	110	does not have	2
7	Strategic management of human resources in the public sector	MPA1007	6/150	40	110	does not have	2
8	Comparative public administration	MPA1008	6/150	40	110	does not have	2
9	Strategic management of public services and projects	MPA1009	6/150	40	110	does not have	2
10	Regulatory impact assessment (RIA)	MPA1010	6/150	40	110	does not have	2
1.1.2	Practical component (15 ECTS)						
1	Public administration clinic	MPA1011	15/375	361	14	60 ECTS ¹	3
1.2. Elective courses/components of the educational program (15 ECTS)							
1	Democratic organization of government	MPA2001	5/125	40	85	does not have	3

¹ A student who has accumulated 60 ECTS at the expense of compulsory study courses of the educational program will be admitted to the practical component.

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2	Comparative administrative law	MPA2002	5/125	40	85	does not have	3
3	Public service management system	MPA2003	5/125	40	85	does not have	3
4	Municipal law (European Charter and Georgia)	MPA 2004	5/125	40	85	does not have	3
5	Tax policy and tax law	MPA2005	5/125	40	85	does not have	3
6	European standards of personal data protection	MPA2006	5/125	40	85	does not have	3
7	State regulation of architectural and construction activities	MPA2007	5/125	40	85	does not have	3
8	Managing national security	MPA2008	5/125	40	85	does not have	3
9	Leadership in public service	MPA2009	5/125	40	85	does not have	3
10	Competition and antitrust regulation	MPA2010	5/125	40	85	does not have	3
11	Behavioral models of managerial decisions	MPA2011	5/125	40	85	does not have	3
12	Innovation management in the public sector	MPA2012	5/125	40	85	does not have	3
13	Risk and crisis management in the public sector	MPA2013	5/125	40	85	does not have	3
14	EU law and Europeanization of Georgian law	MPA2014	5/125	40	85	does not have	3
15	Marketing management in the public sector	MPA2015	5/125	40	85	does not have	3
II. research component (30 ECTS)							
1	Master thesis	MPA1012	30/750	16	734	78 ECTS ²	4

² A student who has accumulated 75 ECTS, including compulsory study courses (60 ECTS) and practice (15 ECTS) of the educational program, will be admitted to the research component.



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Appendix 2

Learning outcomes (curriculum) map

course	Learning outcome 1	Learning outcome 2	Learning outcome 3	Learning outcome 4	Learning outcome 5	Learning outcome 6	Learning outcome 7	Learning outcome 8
Research design and methods in public administration	I		I	I	I	I	I	
Public administration in a democratic and social legal state	I	I	I	I	I	I	I	
Legal instruments for implementation of public administration	I	I	I	I	I	I	I	
Democracy and good governance	I	I	I	I	I	I	I	
Public policy and policy analysis	I	I	I	I	I	I	I	I
Public finance management and state budgeting	D	D	D	D	D	D	D	
Strategic management of human resources in the public sector	D		D	D	D	D	D	D
Comparative public administration	D	D	D	D	D	D	D	
Strategic management of public services and projects	D		D	D	D	D	D	
Regulatory impact assessment(RIA)	D	D	D	D	D	D	D	
Public administration clinic			M			M	M	M
Completion and defense of the master's thesis	M	M	M	M	M	M	M	

I – introduction	D - deepening	M- mastering



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Appendix 3

Mapping program objectives and learning outcomes

Program Objectives	learning outcomes							
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
The purpose of the program is to provide the student with deep and systematic knowledge of the principles and concepts of public administration, tools and techniques for making administrative decisions in public institutions, innovative management strategies, the main directions and mechanisms of public administration, the types of administrative production, the peculiarities of the functioning of the state's financial system, the interrelationships of budgets at different levels and the peculiarities of their implementation, the development trends of the modern state in the context of comparative public administration, as well as the basic principles of academic writing and modern methods of scientific research.	✓	✓						
The goal of the program is to develop the student's ability to develop strategic management and policy planning documents, strategic priorities, programs and projects in the public sector, as well as ways to solve complex problems in the field of public administration.			✓					
The purpose of the program is to enable the student to develop the ability to identify complex problems in the field of public administration, to plan the scientific-research process on current issues of public administration, and to independently develop a scientific research project/paper.				✓				
The goal of the program is to develop the student's ability to find, analyze and critically evaluate a wide range of data from various sources, the latest scientific studies, as well as to develop their own reasoned conclusions about the ways of solving complex problems in the field of public administration					✓			
The goal of the program is for the student to develop the ability to present his conclusions, arguments and research results in written and oral form to the academic and professional community in Georgian and English languages						✓		
The goal of the program is for the student to develop the skills to act according to ethical standards in the field of public administration, to independently conduct studies and scientific research, to take responsibility for one's own behavior and the professional development of team members.							✓	✓