



Bachelor's Degree Program in Public Administration

Bachelor's Degree Program

Public Administration



Bachelor's Degree Program in Public Administration

Name of educational program: საჯარო მმართველობა/Public Administration

Higher Education Level: Bachelor's Degree

Faculty: Law and Social Sciences

Qualification to be awarded: საჯარო მმართველობის ბაკალავრი/Bachelor of Public Administration

Language of instruction: Georgian

Educational Program Heads

- Nika Asvanua, Associate Professor, Doctor of Public Administration, Contact Information: Email: n.asvanua@eeu.edu.ge
- Zurab Aznaurashvili, Associate Professor, Doctor of Public Administration, Contact Information: Email: z.aznaurashvili@eeu.edu.ge

Program Volume in Credits:

The Bachelor's program is based on the European Credit Transfer and Accumulation System (ECTS). In the Bachelor's degree program in Public Administration, one credit encompasses 25 hours of student workload, which includes both contact and independent hours.

The Bachelor's degree program in Public Administration includes a total of 180 ECTS credits. The full workload for one academic year is 60 (ECTS) credits, and the full workload for one semester is 30 credits. Accordingly, the standard duration of the Bachelor's program is 6 semesters, or 3 years.

It is permissible for a student's workload in one academic year to exceed 60 credits or be less than 60 credits. However, a student's workload in one academic year must not exceed 75 (ECTS) credits.



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Admission Requirements:

To be eligible for the Bachelor's degree program in Public Administration, an individual must hold a document certifying the completion of general education issued in Georgia or an equivalent document. Admission is based on the results of the Unified National Examinations, where English language is a mandatory subject for enrollment in the academic program. Additionally, to continue studies in the Bachelor's degree program in Public Administration, the applicant must take a mandatory elective exam in either Mathematics, History, Geography, or Civic Education.

Admission to the Bachelor's degree program in Public Administration without passing the Unified National Examinations is carried out according to the procedures established by Georgian legislation.

Enrollment in the Bachelor's degree program in Public Administration through the mobility procedure is possible twice a year, within the timeframes set by the Ministry of Education and Science of Georgia, following the mandatory procedures and regulations established by the university.

Admission to the Bachelor's degree program in Public Administration or transfer from an authorized higher education institution in a foreign country is carried out based on the decision of the Ministry of Education, Science, and Youth Affairs of Georgia.

Program Objective

The objective of the Bachelor's degree program in Public Administration is to enable the student to:

- Acquire extensive theoretical knowledge about organizing public administration, planning/coordinating public policy, managing human resources in the public sector, managing public services, managing public finances, as well as accountability and integrity.
- Develop the ability to identify complex and unforeseen problems related to public administration, recognize factors negatively affecting the reliability of public administration, and use quantitative and qualitative research methods, including public policy analysis tools, to address these issues.



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- Develop the skills to search for, collect, process, and interpret abstract data and/or situations characteristic of the field of public administration, draft management decisions, reports, and other documents, create strategies for human resource management in the public administration sector, and develop research or practical projects on current public administration issues, in accordance with predetermined guidelines, academic integrity, and ethical principles.
- Develop the ability to analyze processes related to public administration, form reasoned conclusions, and communicate one's ideas, conclusions, and arguments to both specialists and non-specialists using information and communication technologies in both oral and written forms.
- Develop the ability to conduct activities focused on professional development, take responsibility for one's actions and carry them out with adherence to ethical principles, plan and promote continuous professional development for oneself and others, and continually update knowledge in line with the principle of "lifelong learning."

Learning outcomes of the program

Upon completing the Bachelor's degree program in Public Administration, the student will be able to:

Knowledge and Awareness

1. Describe the fundamental theories, principles, developmental stages, and trends related to the field of public administration; the institutional, legal, political, and economic foundations of public administration; the key principles of public administration; the organizational structure and operational forms of administrative bodies; innovative and effective tools for the management process; mechanisms necessary for implementing results-oriented decisions; the essence, system, principles, structure, and main characteristics of local self-government; policy-making and coordination mechanisms in the public sector; the institutions of the European Union; standards of human resource management in the public sector; principles of career and professional development; the legal status of public service employees; standards for the provision and delivery of public services; tools for innovation management and digital governance; the basics of public finance management; budget management standards; mechanisms for managing accountability, integrity, and responsibility, as well as the standards of "good governance" and tools for their implementation.
2. Explain the specifics of public administration processes, the necessity of adhering to general rules of ethics and conduct in public institutions, and the importance



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of promoting citizen participation in the formation of a democratic society.

Skills:

3. Identify complex and unforeseen problems related to the field of public administration, recognize factors negatively affecting the reliability of public administration, and develop solutions using quantitative and qualitative research methods, including public policy analysis tools.
4. Search for, collect, process, and interpret abstract data and/or situations characteristic of the field of public administration, draft projects for management decisions, reports, and other documents, develop human resource management strategies in the public administration sector, and create research or practical projects (papers) following the principles of academic integrity and ethics, in accordance with predefined guidelines.
5. Analyze processes related to public administration, review relevant literature and scientific developments, and formulate reasoned conclusions regarding the modernization of specific areas of public administration, the establishment of transparent, accountable, and effective state governance systems, and/or the Europeanization of public administration, using standard and some advanced methods.
6. Discuss the outcomes of deep reforms implemented in public administration and public service, the existing problems in public administration, and their solutions with both specialists and non-specialists, using oral and written communication, as well as information and communication technologies.

Responsibility and autonomy:

7. Conduct activities focused on continuous professional development for oneself and others, take responsibility for one's actions, and demonstrate the ability to continuously update knowledge, adhering to the principle of "lifelong learning."
8. Address problems in the field of public administration based on the principles of Good Governance and teamwork, adhere to ethical and professional behavior standards, and, while participating in relevant administrative processes, respect democratic values, constitutional order, and human rights.

Teaching-learning methods and activities



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The syllabus of each study course provided by the undergraduate educational program of public administration provides ways (methods) to achieve the goal of the study course, which is based on the principles of student-oriented teaching. The teaching-learning methods provided by the syllabus of each study course are focused not only on acquiring knowledge, but also on developing skills.

The educational courses of the undergraduate educational program of public administration include the specific teaching-learning methods of the subject. The teaching-learning methods outlined in the syllabus of each study course of the educational program correspond to the undergraduate level and the goals and content of each study course. Teaching-learning methods, depending on the specifics of the study course, ensure the achievement of the learning results provided by the syllabus of the study course, and the combination of existing teaching methods - the achievement of the learning results provided by the program.

When selecting teaching methods, the purpose of the study course and the expected result - what the student should know and be able to do should be taken into account. Teaching and learning methods such as lecture, work in working groups, seminar, e-learning, 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.

The teaching-learning method includes relevant activities:

learning outcome	Activities used in teaching-learning methods
knowledge and awareness	□ induction, deduction, analysis; □ Work on the book; □ written work; □ Verbal explanation; □ Demonstration;



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	□ Case analysis (Case study); □ independent study; □ Problem Based Learning (PBL); □ Mental attack (Brain storming).
ability	□ Action-oriented learning (IBD); □ role-playing and situational games; □ Case analysis (Case study); □ Brain storming; □ heuristic method; □ team (collaborative) work; □ discussion/debate; □ analysis; □ Problem Based Learning (PBL); □ Project development and presentation (oral, Power Point and others); □ Practical methods.
Responsibility and autonomy	□ independent study (preparation of an essay, abstract, project, report); □ Problem Based Learning (PBL); □ Discussion-debate, where the student will be able to demonstrate the skills of understanding and argumentation of ethical norms.

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.



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Student knowledge assessment system

Mastery of the educational components in the Bachelor's degree program in Public Administration involves active student participation in the learning process and is based on the principle of continuous assessment of the acquired knowledge.

In the implementation of the Bachelor's degree program in Public Administration, the assessment of the level of achievement of the student's learning outcomes is conducted in accordance with the assessment system approved by the Order N3 of January 5, 2007, of the Minister of Education and Science of Georgia, "On the Rule of Calculation of Credits for Higher Education Programs."

The assessment of the level of achievement of the student's learning outcomes in the educational components of the Bachelor's degree program in Public Administration includes midterm (single or multiple) and final assessments, whose total represents the final assessment (100 points).

Midterm and final assessments (assessment components) include assessment methods, which are tools/means used to evaluate the achievement of learning outcomes (oral/written exams/questionnaires, projects, tests, essays, demonstrations, presentations, discussions, practical/theoretical task performance, group work, participation in discussions, etc.). The unit of measurement for the assessment method is the assessment criterion, which determines the level of achievement of the learning outcomes.

Each component of the assessment is assigned a quantitative indicator (expressed in percentages or points) out of the total score (100 points) in the final assessment, which is reflected in the specific course syllabus and communicated to the student at the beginning of the academic semester.

A minimum competency threshold is defined for each component of the assessment. The minimum competency threshold for the final assessment should not exceed 60% of the final assessment. The minimum competency threshold for midterm and final assessments in the implementation of the Bachelor's degree program in Public Administration is reflected in the specific course syllabus and communicated to the student at the beginning of the academic semester.

It is not permissible to award credit using only one component of the assessment (midterm or final assessment). A student is awarded credit upon overcoming the



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minimum competency thresholds defined for each component of the assessment and receiving one of the positive assessments.

The assessment of the achievement of learning outcomes for the educational components of the program is completed in the same semester in which it is conducted.

evaluation system allows :

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 - Sufficient	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.

Areas of employment



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A graduate of the Bachelor's degree program in Public Administration can be employed in the public sector, where a Bachelor's degree in Public Administration is required. Specifically:

- In the administrative branches of legislative and executive authorities;
- In local self-government and administrative bodies;
- In public institutions, including legal entities of public law;
- In non-profit (non-commercial) legal entities of the relevant profile, including international organizations.

Further Study Opportunities

A graduate of the Bachelor's degree program in Public Administration is eligible to continue their studies in Master's programs in Public Administration at higher education institutions in Georgia or other countries, which are focused on preparing advanced-level specialists and researchers.

Graduates can also pursue a Master's degree in any other field, provided that the admission requirements for that program do not restrict entry based on having a Bachelor's degree in a different specialty.

Material and Technical Resources

The material resources owned and managed by the university ensure the realization of the objectives of the Bachelor's degree program in Public Administration and the achievement of the planned learning outcomes. To achieve the learning outcomes provided by the Bachelor's program in Public Administration, the university's infrastructure and material-technical resources, which are accessible to students without restrictions, are used, specifically:

- Classrooms equipped with essential teaching tools (computers, projectors, projection screens, and other educational equipment).
- Conference halls of various sizes designed for public lectures, conferences, and workshops.



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- A library equipped with modern information and communication technologies, computer equipment, an electronic catalog, and internet access (Wi-Fi and wired).
- Computer labs equipped with computer technology and software appropriate for the teaching/learning process.

The educational program is supported by the university library, which contains a modern collection of the latest Georgian and foreign-language books. The collection includes printed and electronic textbooks, scientific literature, lecture courses, internet resources, readers, and other educational and methodological materials, which are updated annually.

Information about the Human Resources Necessary for the Implementation of the Educational Program

The implementation of the Bachelor's degree program in Public Administration is supported by appropriate human resources. The program is conducted by the university's academic staff and invited specialists with the necessary qualifications, who possess the competencies, academic degrees, and experience in teaching and research essential for achieving the learning outcomes of the Bachelor's program in Public Administration.

For additional information about human resources, please refer to the appendix of the educational program and the syllabi of the relevant courses.

Program structure

The Bachelor's degree program in Public Administration consists of I. Mandatory courses of the Free Component (24 ECTS), II. Elective courses of the Free Component (6 ECTS), III. Mandatory courses of the Major Field of Study (135 ECTS), and IV. Elective courses of the Major Field of Study (15 ECTS).

Students must accumulate 24 credits from the mandatory courses of the Free Component, including 12 credits from general mandatory courses and 12 credits from English language courses. Accordingly, students must accumulate 24 credits from the mandatory courses of the Free Component.



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Students who have an English language proficiency at the B1 (Intermediate) level are eligible to enroll in basic English language courses. This proficiency can be confirmed by an internal university test, a certificate proving English language knowledge at the B1 level, or a document confirming education received abroad in the last 2 years (certificate/diploma). If a student cannot demonstrate B1 level English proficiency, they are required to select the relevant English language courses within the scope of elective courses of the Major Field of Study and/or Free Component to qualify for admission to the basic English language courses provided by the curriculum.

A student in the Bachelor's degree program in Public Administration who presents a certificate proving English language proficiency at the B2 level or higher, or a document confirming education received in English abroad (certificate/diploma), is exempt from both internal university testing and the basic English language courses. In this case, the accumulation of 240 credits for the Bachelor's educational program is achieved through elective courses of the Major Field of Study and/or elective courses of the Free Component as outlined in the curriculum.

Students must accumulate 6 credits from the elective courses of the Free Component. A student in the Bachelor's degree program in Public Administration has the right to choose any course(s) from the Bachelor's degree programs of the university or other authorized higher education institutions, in accordance with their interests and prerequisites, but not exceeding 6 credits. Additionally, the student is allowed to fulfill the credit requirements designated for the elective courses of the Free Component by taking elective courses from the Major Field of Study.

Students must accumulate 135 credits from the mandatory courses of the Major Field of Study, which includes both mandatory specialty courses (120 ECTS) and educational components such as a Bachelor's thesis (8 ECTS) and an internship (7 ECTS).

Students must accumulate 15 credits from the elective courses of the Major Field of Study. These elective courses allow students to deepen their knowledge in the field of public administration according to their desires and interests.



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Appendix 1 .

Curriculum

No	Name of the study course/module	Course code	ECTS credit/hour	Student's learning load		Admission prerequisite	teaching semester
				Contact hours	independent hours		
I. Compulsory study courses of the free component (24 ECTS)							
1	Information technologies	BPA1001	6/150	48	102	does not have	1
2	Basics of Academic Writing	BPA1002	6/150	48	102	does not have	2
3	English language (B 1)	BPA1003	6/150	88	62	does not have	1
4	English language (B 2)	BPA1004	6/150	88	62	BPA1003	2
II. Free component elective courses (6 ECTS)							
1	Basics of sociology	BPA1005	6/150	48	102	does not have	2
2	Introduction to Philosophy	BPA1006	6/150	48	102	does not have	2
3	Basics of psychology	BPA1007	6/150	48	102	does not have	2
4	Democracy and citizenship	BPA1008	6/150	48	102	does not have	2
5	Fundamentals of law	BPA1009	6/150	48	102	does not have	2
6	Political psychology	BPA1010	6/150	48	102	does not have	2
III. Compulsory study courses of the main field of study (1 35 ECTS)							
1	Introduction to Public Administration	BPA 2001	6/150	48	102	does not have	1
2	Introduction to Political Science	BPA 2002	6/150	48	102	does not have	1
3	Principles of economics	BPA 2003	6/150	48	102	does not have	1
4	Law of state organization of Georgia	BPA 2004	6/150	48	102	does not have	2
5	Fundamentals of management	BPA 2005	6/150	48	102	BPA 2003	2
6	Professional English language 1	BPA 2006	5/125	88	62	BPA1004	3



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7	Basic human rights	BPA 2007	5/125	48	77	BPA 2004	3
8	Administrative Law (Public Administration)	BPA 2008	5/125	48	77	BPA 2004	3
9	Strategic management	BPA 2009	5/125	48	77	BPA 2005	3
10	Public finances	BPA 2010	5/125	48	77	BPA 2003	3
11	Research methods	BPA 2011	5/125	48	77	does not have	3
12	Professional English language 2	BPA 2012	5/125	88	62	BPA 2006	4
13	Human resources management	BPA 2013	5/125	48	77	BPA 2005	4
14	Administrative law (administrative proceedings)	BPA 2014	5/125	48	77	BPA 2008	4
15	Public policy	BPA 2015	5/125	48	77	BPA 2002	4
16	local government	BPA 2016	5/125	48	77	BPA 2004	4
17	European Union law	BPA 2017	5/125	48	77	BPA 2004	4
18	Innovative management	BPA 2018	5/125	48	77	BPA 2005 BPA 2012	5
19	Public servants law	BPA 2019	5/125	48	77	BPA 2014	5
20	Public service management and e-governance	BPA 2020	5/125	48	77	BPA 2014	5
21	Organizational behavior and leadership	BPA 2021	5/125	48	77	BPA 2013	5
22	Access to public information and protection of personal data	BPA 2022	5/125	48	77	BPA 2014	5
23	Rules of conflict of interest, ethics and conduct in public service	BPA 2023	5/125	48	77	BPA 2008	5
24	Learning practice	BPA 2024	7/175	161	14	120 ECTS ¹	6
25	Bachelor thesis	BPA 2025	8/200	15	185	120 ECTS	6
IV. Elective courses of the main field of study (15 ECTS)							
1	Political parties and electoral systems	BPA 3001	5/125	48	77	BPA 2004	6
2	Regulation and management of public procurement	BPA 3002	5/125	48	77	BPA 2014	6

¹ A student who has mastered all the mandatory courses of the main field of study (120 ECTS) will be admitted to the study practice and bachelor's thesis.



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3	Migration policy and citizenship	BPA 3003	5/125	48	77	BPA 2015	6
4	Management of legal entities established by the state	BPA 3004	5/125	48	77	BPA 2008	6
5	The role of civil society in a democratic state	BPA 3005	5/125	48	77	BPA 2001	6
6	Administrative offense	BPA 3006	5/125	48	77	BPA 2014	6
7	Project management (introductory course)	BPA 3007	5/125	48	77	BPA 2005	6
8	Methodology of drafting an administrative act (practical course)	BPA 3008	5/125	48	77	BPA 2014	6
9	Economic policy of the state	BPA 3009	5/125	48	77	BPA 2003	6
10	Social policy of the state	BPA 3010	5/125	48	77	BPA 2015	6
11	Local and regional development policy	BPA 3011	5/125	48	77	BPA 2015	6
12	Georgia's foreign policy and international organizations	BPA 3012	5/125	48	77	BPA 2015	6
13	Demographic policy	BPA 3013	5/125	48	77	BPA 2015	6
14	Regulation and management of the sphere of culture	BPA 3014	5/125	48	77	BPA 2008	6
15	Political marketing	BPA 3015	5/125	48	77	BPA 2002	6
16	Public relations management	BPA 3016	5/125	48	77	BPA 2005	6
17	Taxes and tax system	BPA 3017	5/125	48	77	BPA 2010	6
18	The art of public speaking	BPA 3018	5/125	48	77	BPA 2001	6
19	Administrative systems of European countries	BPA 3019	5/125	48	77	BPA 2001	6
20	Global politics	BPA 3020	5/125	48	77	BPA 2015	6
21	Environmental protection, urban planning and city planning policy	BPA 3021	5/125	48	77	BPA 2014	6
22	Financial control in the public administration system	BPA 3022	5/125	48	77	BPA 2010	6



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Appendix 2

Recommended semester distribution of the curriculum

No	1 semester	ECTS	No	2 Semester	ECTS
1	Information technologies	6/150	1	Basics of Academic Writing	6/150
2	English language (B 1)	6/150	2	English language (B 2)	6/150
3	Introduction to Public Administration	6/150	3	Free component optional study course	6/150
4	Introduction to Political Science	6/150	4	Law of state organization of Georgia	6/150
5	Principles of economics	6/150	5	Fundamentals of management	6/150
No	3 Semester	ECTS	No	4 Semester	ECTS
1	Professional English language 1	5/125	1	Professional English language 2	5/125
2	Basic human rights	5/125	2	Human resources management	5/125
3	Administrative Law (Public Administration)	5/125	3	Administrative law (administrative proceedings)	5/125
4	Strategic management	5/125	4	Public policy	5/125
5	Public finances	5/125	5	local government	5/125
6	Research methods	5/125	6	European Union law	5/125
No	5 Semester	ECTS	No	6 Semester	ECTS
1	Innovative management	5/125	1	learning practice	7/175
2	Public servants law	5/125	2	Bachelor thesis	8/200
3	Public service management and e-governance	5/125	3	Optional study course in the field of basic education	5/125
4	Organizational behavior and leadership	5/125	4	Optional study course in the field of basic education	5/125
5	Access to public information and protection of personal data	5/125	5	Optional study course in the field of basic education	5/125
6	Rules of conflict of interest, ethics and conduct in public service	5/125	6		



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Appendix 3

Learning Outcomes (Curriculum) Map

educational course	Knowledge and Realization		ability				Responsibility and autonomy	
	Learning outcome 1	Learning outcome 2	Learning outcome 3	Learning outcome 4	Learning outcome 5	Learning outcome 6	Learning outcome 7	Learning outcome 8
the main field of study Compulsory study courses								
Introduction to Public Administration	I	I	I	I	I	I	I	I
Introduction to Political Science	I		I	I	I	I	I	
Principles of economics	I		I	I	I	I	I	
Law of state organization of Georgia	I	I	I	I	I	I	I	I
Fundamentals of management	D	D	D	D	D	D	D	D
Professional English language 1	D		D	D	D	D		
Basic human rights	D	D	D	D	D	D	D	D
Administrative Law (Public Administration)	D	D	D	D	D	D	D	D
Strategic management	D		D	D	D	D	D	D
Public finances	D		D	D	D	D	D	
Research methods	D		D	D	D	D	D	
Professional English language 2	D		D	D	D	D		
Human resources management	D	D	D	D	D	D	D	D



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Administrative law (administrative proceedings)	D	D	D	D	D	D	D	D
Public policy	D	D	D	D	D	D	D	D
local government	D	D	D	D	D	D	D	D
European Union law	D		D	D	D	D	D	
Innovative management	D		D	D	D	D	D	
Public servants law	D	D	D	D	D	D	D	D
Public service management and e-governance	D	D	D	D	D	D	D	
Organizational behavior and leadership	D	D	D	D	D	D	D	D
Access to public information and protection of personal data	D	D	D	D	D	D	D	D
Rules of conflict of interest, ethics and conduct in public service	D	D	D	D	D	D	D	D
Training practice			M	M	M	M	M	M
Bachelor thesis	M	M	M	M	M	M	M	

I – introduction	D - deepening	M- Reinforcement



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Mapping program objectives and learning outcomes

Program Objectives	learning outcomes							
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Objective of the program 1.	✓	✓						
Objective of the program 2.			✓					
Objective of the program 3.				✓				
Objective of the program 4.					✓	✓		
Objective of the program 5.							✓	✓