



GEORGIAN NATIONAL UNIVERSITY SEU

EDUCATIONAL PROGRAM CATALOGUE

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MISSION

The mission of the Georgian National University Seu is to create modern university standard environment, which ensures maximum realization of students' personal abilities, as well as offering knowledge according to modern international standards, establishment of success-oriented academic space, building of civil society with national values and realization of social task of the educational institution in establishment of national-cultural awareness.

PRINCIPLES OF UNIVERSITY ACTIVITIES

In order to implement its mission, SEU with its modern, European standard compatible education process ensures:

- A) Establishment of ideals of freedom of expression and respect;
- B) Development of critical thinking and discovery skills;
- C) Stimulating the sense of responsibility for the results of their actions;
- D) Encouraging successful students;
- E) Facilitation of development of the students' interests, intellectual capacities, learning and research skills, creation of knowledge and the qualities and competences of the leader;
- F) Development of culture and sports within the University.

In SEU public service is implemented through:

- a) Development of modern knowledge and technologies;
- b) Creation of convenient study conditions for disabled students;
- c) Facilitation of students' mobility;
- d) Cooperation with Georgian and Foreign Higher Education Institutions;
- e) Offering the best knowledge appropriate for modern challenges.

DIRECTIONS OF UNIVERSITY ACTIVITIES

The University conducts its educational activities in academic directions of Business Administration, Social Sciences, Medicine, Law and Education.

Medicine

Structure of the Program

Program is built on the basis of ECTS principle and consists with student orientated profile forming, theoretical, medico-biological and clinical study disciplines, as well as competence profiling courses of clinical practice and medical research.

Enrollment precondition to the program

An individual who has state approved certificate of full secondary school or an equivalent education is eligible to apply to the single-step medical program. Enrollment to this program is granted according to results of the United National Examinations.

From the elective disciplines of the United National Examinations, enrollee is entitled to pass following subjects (defined by legislation): Mathematics, Physics, Chemistry, Biology.

For the enrollment to the program the minimum competence threshold in English language at United National Examinations is >50%

Candidates eligible to enroll to this single-step medical program without passing the United National Examinations are as follows:

- Foreign citizens and stateless persons who have completed secondary or equivalent education in a foreign country;
- Georgian citizens, who received full secondary or equivalent education abroad and have studied the last two years of full secondary education in foreign country;
- Individuals (except joint educational and exchange programs students) who have lived abroad for the last one year or more, currently study / have studied and have received credits / qualification at an academic higher educational institution recognized under the laws of that country.

Individuals who enroll without passing the United National Examinations must confirm knowledge of English language (Minimum B2 level) either by the university rules of the foreign language competence estimation, or presenting international certificate confirming language competence - according to the above mentioned requirements.

Enrollment in the program based on the mobility transfer rule is realized according to the order of the Minister of Education and Sciences of Georgia №10 / N (4.02.2010)

Aim of the program

Medical education and improvement of health care quality is the issue of big importance in every country. Ecology changes and technology development caused changeability of various diseases and created new pathology's and syndromes - which requires deep knowledge and high qualification of medical doctors. Prerequisite of successful medical activity is the quality basic medical education, share of international experience and internationalization.

Aim of the program is to prepare internationally competitive and qualified Medical Doctor. The program provides development of such practical / clinical abilities and way of thinking which is essential for the successful professional work and post diploma education.

Objectives of the program:

- Is to give world widely acknowledged basic, modern scientific and medical technology knowledge;
- To generate motivation and professional abilities during the Life Long Learning – (LLL);
- Is to give international standard education of evidence based medicine which is inevitable for practical medical work;
- Is to acquire clinical and communication skills;
- Is acquirement of doctor profession related ethic values;

Basic and clinical study courses of the program and scientific-research and practical components, give competence of international medical standard to the students and can be competitive internal and external labor and educational market.

Structure of the program				
	Code	status / ECTS credit		
University mandatory study courses and foreign language block	A	10 ECTS credit	elective	Student is obligated to choose one full foreign language block
Profesional mandatory study courses including: clinical practice/curatio - 185 ECTS credit research component - 10 ECTS credit	B	332 ECTS credit	mandatory	
Elective study courses	C	18 ECTS credit	elective	
Total		360 ECTS credit		

The academic degree awarded after completing this single-step educational program of 360 ECTS is equivalent to the second stage of higher academic education. Awarded qualification: Medical Doctor.

Learning Outcomes

Program study courses, considering content, study and teaching methods and credit load ensure achievement of study outcomes. Consistent and comprehensive implementation of the objectives of the Certified Medical Doctor academic program provides achievement of the learning outcomes in accordance with the qualification descriptor in medicine, which is equivalent to the level of competence of the second level (Master's) qualification.

The program study outcomes are in accordance to the parameters of various components and branches of medicine education (Decree by the Director of the Educational Quality Development National Centre N225 and considers not only collection of basic theoretical and clinical knowledge, but elaboration of clinical skills and very important ethic values and dependence.

Graduates of the program are provided with competitiveness on the next step of education and labor market.

Subject Specific Competences

Graduate medical doctor will have essential theoretical and practical knowledge of basic, clinical, behavioral and social sciences, which includes theories and critical analysis of principles, in particular:

Knowledge and understanding

- Knowledge of Basic Natural Sciences
- Knowledge of Behavioral and Social Sciences
- Knowledge of Clinical Sciences
- Knowledge of Medicines and principles of their prescription
- Knowledge of public health care system and awareness of the doctor's role in the system
- Knowledge of ethical and legal principles

Ability to apply knowledge in practice

1. Consult the patients

- Collect anamnesis
- Conduct physical examination
- Have clinical awareness and decision-making ability
- Give explanations and consult substantially
- Encourage the patients and protect their rights
- Assess psychological status of the patients

2. Assess the clinical case, set the examination plan, conduct differential diagnostics, and discuss the disease management plan

- Clinical report analysis and assessment

- Administration of the relevant diagnostics and interpretation of the outcomes
- Conduct differential diagnostics
- Discuss disease management plan with the patients and their care-takers
- Take care of the terminally diseased patients and their families
- Management of the chronic diseases

3. Provision of the First Aid and reanimation procedures

- Detection / identification and assessment of the first aid need
- Treatment of the emergency medical cases
- Provision of the basic first aid
- Provision of the basic preventive and cardio-pulmonal measures in accordance to the guidelines
- Provision of the inclusive/broad preventive measures in accordance to the guidelines
- Treatment of traumas in accordance to the guidelines

4. Prescription of the medications

- Prescription of medications accurately and in a legible manner
- Administration of the relevant medications and other measures in relation with the clinical context.
- Discussion of the relevance of medication and other treatments and assessment of the potential risks and benefits for the patients.
- Treatment of pain and distress
- Consideration of the medications and their compatibility in the administration of treatment.

5. Practical procedures

- Taking blood pressure, vein-puncture, lumbar puncture
- Intravenous cannulation
- Intravenous drug administration application of the infusion facility
- Subcutaneous and intramuscular injections
- Oxygen provision
- Transportation and treatment of the patients
- Stitching and blood transfusion
- Urinary catheterization
- Urine analysis
- Taking electrocardiogram and interpretation
- Conduct of the Pulmonary system function tests

Ability to make conclusion

Has deep clinical thinking, has ability to critically analyse incomplete and controversial information, make differential diagnosis, and make evidence based principles by using knowledge and skills, in particular:

- Assessment of the social and psychological factors of the patients related with the disease
- Assessment of the disease manifestation and factors of psychological effect on the patients
- Assessment of the disease manifestation and social factors effecting the patients
- Assessment of the disease-related stress
- Assessment of the Drug and alcohol addiction
- Evidence-based practice
- Explore the development of a research idea from hypothesis through to the drawing of conclusions
- Critical appraisal of the literature to a high Standard, drawing of conclusions and application in practice.

Communication Ability

Graduate is able to make effective written and oral communication, has ability of observation, listening, interviewing as well as nonverbal communication skills, in particular he/she can:

- Communication with the patients
- Communication with the colleagues
- Communication of the worst outcomes
- Communication with the relatives of the patients
- Communication with the disabled individuals
- Communication for receiving written consents
- Written communication (including medical records)
- Communication during the conflicts
- Assistant aided communication
- Communication with the law-enforcement bodies and mass media
- Effective communication with any individual regardless cultural, religious beliefs and social or ethnic origins and background.
- Effectively use information and information technologies in the medical context, Keeping accurate and neat records of the clinical, histories, application of the advanced information technologies for the practical activities, clinically-related research of informational resources, information management, maintenance and application, personal portfolio development.

Learning skills

Is able to use full spectrum of the study-information resources, manage time; set priorities, work to deadlines; use initiative when seeking information use information technology and appropriate related software to a high standard apply skills for identifying, appraising, synthesizing and applying evidence, in professional life apply research related skills to professional life; Is aware of the benefits of life-long learning and permanent development; Can impartially assess one's knowledge and skills; Is able to apply in medical practice scientific principles, approaches to and methodology of Biomedicine; Knows methodology of conducting scientific research; Can design detailed research plan and process the outcomes.

Values

Is able to:

Apply ethical and legal principles in the medical practice. Can keep confidentiality of the patients. Can protect rights of the patients. Minimizes risks posed to the patients. Carries out anti-infections / preventive measures. Is aware of one's health problems and assess one's health condition. Can lead communication in the professional context. Is effective communicator, can find resolutions to the conflicts with any individual regardless cultural, religious beliefs and social or ethnic origins and background. Guides oneself with the principles of social justice and values democratic principles in general. Manage situations during conflicts and force majeure. Is competent to carry out activities which are beneficial for the health care improvement. Can get involved in the public health care system. Can take part in the public health care actions, as an individual or part of the community.

General Competences

Teamwork skills- Program graduates have the ability to work in a team, as ordinary members of the team, and they also have the ability to be leaders; they can formulate objectives clearly, reach agreements within the team,

can coordinate their activities and assess the skills and abilities adequately, and are able to manage emergency situations and conflicts.

The ability to adapt to a new environment- Graduates have practical working skills in a professional setting, professional subordination / adaptation ability, the ability to learn new technologies.

Ability to work independently- Graduates have time management skills, can meet deadlines and work in cooperation; can organize their work-related resources accordingly; plan properly the resources associated with the activities; are responsible for the performed work and able to assess and criticize it.

The ability to defend ethic principles- have the ability to use the knowledge of ethical and legal principles in the context of medicine are able to defend the patient's rights;

Ability of life-long learning - can fully use study resources in consequence, can manage one's own learning process. Understands the importance of life-long learning. Is an independent learner. Understands and specifics of the learning process. Is able to develop a successful strategic plan for learning.

Ability of participation in research project- can critically analyze scientific work, has ability to plan the research project, use of methods and research knowledge, can collect documentary material, review the field literature, present the results of research and participate in discussion.

Ability using information and communication technologies- possesses and uses modern information and communication technologies. Can obtain information, can use multimedia and electronic interactive programs including subject field. Can master new information technologies independently, have knowledge of computer and office programs; can search for new sources of information. Can store information and communicate in electronic format.

BUSINESS ADMINISTRATION

Level of Education	Bachelor / I
Language of Instruction	English
Direction	Business Administration
Degree	Bachelor of Business Administration
Duration of study	4 years/8 academic semesters
	240 ECTS /6000 asctronomic hours

ENTRY PREREQUISITES

For Georgian residents:

- School certificate of completion full course of secondary education
- United national exams, with compulsory results of 50+% in English language Exams
- Enrollee must choose English language from foreign languages of United National Examinations.

Students eligible for enrollment on the program without Unified National Exams

- Foreign citizens and stateless persons who have completed secondary or equivalent education in a foreign country;
- Georgian citizens, who received full secondary or equivalent education abroad and have studied the last two years of full secondary education in a foreign country;
- Individuals (except joint educational and exchange program students) who have lived abroad for the last one year or more, currently study / have studied and have received credits / qualification at an academic higher educational institution recognized under the laws of that country.
- Georgian citizens (except joint educational and exchange programs students) who have lived abroad for a time defined by the ministry of education and science of Georgia, currently study / have studied and have received credits / qualification at an academic higher educational institution recognized under the laws of that country.

Language Prerequisites

Persons who have not passed the national exams are to present the international certificate of English language proficiency, equal to B2 level or above or pass the university exam to define the level of their english language competence.

The correspondence of the international certificate is defined according to the following criteria:

- Cambridge English First (FCE),
- BEC Vantage,
- IELTS 5-6.5,
- TOEFL iBT 87-109,
- Michigan ECCE,
- PTE General Level 3

PROGRAM OBJECTIVES

The program aims to educate professionals, with a broad range of theoretical and practical skills of analyzing processes in various business and economic environment, and the ability to deliver this knowledge into practical work, through the achievement the level expected for bachelor, to be competitive in the national and international labour markets

Program objectives:

- Students will acquire a fundamental theoretical knowledge in the field of business administration, that gives a student opportunity to realize the following main functions of management process: planning, organizing, leading and controlling;
- Students will analyze the basic methods related to the effectively use of financial, material and human resources.
- Students will demonstrate the ability to evaluate, analyze and interpret information to make reasoned business decisions.
- Students will demonstrate knowledge of how organizations are affected by globalization.
- Students will demonstrate the ability to collaborate as a team and achieve a common objective.
- Students will have the values based on professional ethics and moral norms that rise either individual or social sense of responsibility.

Program is oriented to give student theoretical knowledge in the principles of business, management, marketing and finance, as well as straighten business communication and independent work skills. The program ensures to give student the ability to develop competences to logically analyse and evaluate business processes, straighten logical thinking, problem-solving, group and independent working abilities. The challenge of the program is to acknowledge student to fundamental ethical principles of business and managerial decision making.

Practice oriented courses and projects give student possibility to develop interpersonal communications, professional discussion, project management and time management skills, and to be involved in the

analysis of real business processes, which are the necessary prerequisite of development of well-educated and socially responsible professional of the respective field.

The program is responsible to generate entrepreneurship skills in order to help students organize develop and fulfill business ideas in a competitive business environment.

Program Structure

Module	Status / ECTS	Description	
General Compulsory Courses	Compulsory	12	Aims to straighten students' general communicative competence by developing verbal and ICT communication skills
Language Courses	Compulsory Language English	24	Aims straighten English communication skills, develop students' proficiency in business communication to C level of CEFR
Major Courses	Compulsory	144	Consist of basic disciplines in modules of Economics, Math, Business, Management, Marketing and Finance
	Elective	30	Elective courses from the modules of Economics, Business, Management, Marketing and Finance
Practice	Compulsory	6	Practical project
Thesis	Compulsory	6	Bachelors research work/Thesis
Free Credits	Elective	18	Student is free to choose free credit course from the any, provided by the University. Free credits module also provide a possibility to choose another foreign language module
TOTAL		240	

LEARNING OUTCOMES

Program study courses, considering content, study and teaching methods and credit load ensure achievement of study outcomes. Consistent and comprehensive implementation of the objectives of the Bachelor academic program provides achievement of the learning outcomes in accordance with the qualification descriptor, which is equivalent to the level of competence of the first level of Higher Education

The program study outcomes consider not only collection of basic theoretical knowledge, but elaboration of practical skills and important ethic values and dependence.

Graduates of the program are provided with competitiveness on the next step of education and labor market

After completions of the educational program, future perspective of the graduates considers: continuation of studies in MA/MBA programs, independent work in basic level management

SUBJECT SPECIFIC COMPETENCES

After completion the programs compulsory modules undergraduate will have essential theoretical and practical knowledge of Business, Economics, Math, Management, Marketing and Finance, which includes knowledge of theories and competence critical analysis of principles, in particular:

KNOWLEDGE AND UNDERSTANDING

- ✓ Knowledge of principles of Micro and Macroeconomics
- ✓ Knowledge about international global business environment
- ✓ Knowledge of Business terminology, methods, principles, theories and the acknowledgment of processes in modern global business field
- ✓ Knowledge of basic concepts and theories related to management process (planning, organizing, leading and controlling);
- ✓ knowledge of math and statistical concepts;
- ✓ Acquisition of the basic methods related to the effectively use of financial, material and human resources;
- ✓ Knowledge of English composition;
- ✓ Understanding of basic methods related to the effectively use of financial, material and human resources.
- ✓ Knowledge of business analysis through implementation of quantitative and statistical methodology
- ✓ Acknowledgement of structure of business environment and the interconnection between its respective substructures
- ✓ Knowledge of various spheres of business administration– operations, human resources, project management, marketing and sales, finance and accounting and acknowledgment of their interconnections
- ✓ Knowledge of international financial and taxation systems, acknowledgment of their functions and importance
- ✓ Knowledge of basic conceptions of management, acknowledgment of forming the managerial vision
- ✓ Acknowledgement of modern tendencies of global international business
- ✓ Acknowledgement of role of effective communication in business and customer relations,
- ✓ Knowledge academic writing principles, principles and standards for preparing small research project using the subject related methodology

ABILITY TO APPLY KNOWLEDGE IN PRACTICE

Student is able to:

- ✓ To organize, develop and fulfill a certain business plan;
- ✓ Conduct marketing research of a targeted market;
- ✓ Solve a specific managerial problems faced by an organization;

- ✓ Conduct statistical research;
- ✓ Make decisions about both day-to-day operations and long-term tactics and strategies.
- ✓ Use and choose methods and tools for analysis of business environment, elaborate projects for small business
- ✓ Identify the managerial problem of organization or business structure and to solve in by his own competence under the supervision
- ✓ Use respective methodology for business risk analysis and to solve risk management problems
- ✓ Identify the financial problem of organization and solve it in practice
- ✓ Use of electronic sheets to analyse financial results, by the prescribed assignment
- ✓ Provide financial analysis of a company, using the prescribed tools
- ✓ Adapt in a changing environment and participate I a group working and decision making process
- ✓ Analyze and conclude data gathered through research
- ✓ Be competent in a changing environment

ABILITY TO MAKE CONCLUSIONS

Student is able to:

- ✓ Gather and interpret managerial data using tools such as SWOT analysis
- ✓ Ability to evaluate the situation using various methodology
- ✓ Identify managerial problem, formalize the results and make conclusions based on modern managerial practice
- ✓ Gather and interpret financial data
- ✓ Analyse and interpret statistical data
- ✓ Analyze a competitive business environment;
- ✓ Make a formulated conclusion based on case studies;
- ✓ Make and argumentize conclusions, analyse alternatives and choose an optimal acting strategy

COMMUNICATION ABILITY

Student is able to

- ✓ Ability to communicate in English with specialists or non-experts in this field and develop determinations of the issues or discuss possible solutions related to raised problems;
- ✓ Application of modern informational-communication technologies;
- ✓ Ability to prepare and demonstrate detailed written reports on ideas according to qualification, existing problems and their solutions.
- ✓ Communicate in oral or written form with the correct use of subject terminology and professional ethics
- ✓ Communicate within the working group
- ✓ Effectively participate in discussions and verbal presentation
- ✓ Prepare documents, reports and analytical data
- ✓ Participate in profession discussion and debates
- ✓ Prepare the subject related essay with accordance to standards provided

- ✓ Communicate with the colleagues
- ✓ Communication for receiving written consents
- ✓ Written communication
- ✓ Communication during the conflicts
- ✓ Effective communication with any individual, regardless cultural, religious beliefs and social or ethnic origins and background.
- ✓ Effectively use information and information technologies

LANGUAGE COMPETENCE

Student is able to highly effective communicate both with professionals and non-professionals in English and demonstrate the subsequent competences in language proficiency

Listening: Can understand / perceive and correct replication of the large volume texts and expressions of business topics; to understand the general direction of the conversation; Understanding the separate replays of the conversation; Understanding the essence of the report;

Reading: Can read the original (business related) texts, business letters, announcements, newspaper articles and learn basic content; To provide the necessary information.

Speaking: Can briefly convey facts about real events; summarize the content of the article; make a tangible conclusion of events; express an opinion; characterize the situation.

Writing: Can make business letters in accordance with the rules of writing; Has the ability to write business situations in writing and interpret their description in writing in English;

ABILITY TO LEARN

Student is able to:

- ✓ Make independent decisions of further learning necessities in Business and management and to define the direction of further studies
- ✓ Independently work with literature and scientific databases to broad knowledge
- ✓ Objectively evaluate own learning process
- ✓ Work with professional literature and other sources, gather and interpret materials
- ✓ Ability for follow up with freshly developed methods and technological news in direction of management and constant update of knowledge;
- ✓ Ability to broaden interests and study the outstanding issues through application of various theoretical sources in the aforementioned field;
- ✓ Be prepered for self learning and acknowledge the importance of life long learning

VALUES

Student is expected to develop the values of:

- ✓ Acknowledgment of general and specific valuer of the modern business organization
- ✓ Willingness to participate in the establishment of modern values during professional activities and in social activities in a whole
- ✓ Understand professional values in the field of management;

- ✓ Develop sense of responsibility related to professional ethics and moral norms.
- ✓ Acknowledgment the social, legal and civic responsibilities of business

GENERAL COMPETENCES

Teamwork skills - Program graduates have the ability to work in a team, as ordinary members of the team, and they also have the ability to be leaders; they can formulate objectives clearly, reach agreements within the team, can coordinate their activities and assess the skills and abilities adequately, and are able to manage emergency situations and conflicts.

The ability to adapt to a new environment - Graduates have practical working skills in a professional setting, professional subordination / adaptation ability, the ability to learn new technologies.

Ability to work independently - Graduates have time management skills, can meet deadlines and work in cooperation; can organize their work-related resources accordingly; plan properly the resources associated with the activities; are responsible for the performed work and able to assess and criticize it.

Ability of life-long learning - can fully use study resources in consequence, can manage one's own learning process. Understands the importance of life-long learning. Is an independent learner. Understands and specifics of the learning process. Is able to develop a successful strategic plan for learning.

Ability using information and communication technologies - possesses and uses modern information and communication technologies. Can obtain information, can use multimedia and electronic interactive programs including subject field. Can master new information technologies independently, have knowledge of computer and office programs; can search for new sources of information. Can store information and communicate in electronic format.

BUSINESS ADMINISTRATION

Level of Education	Master / II
Language of Instruction	English
Direction	Business Administration
Degree	Master of Business Administration
Duration of study	2 years / 4 academic semesters
	120 ECTS / 3000 asctronomic hours

PREREQUISITES

For Georgian residents:

- Undergraduate diploma of completion full course of bachelor or equal education
- United Master Exams

Students eligible for enrollment on the program without Unified National Exams

- Students, who have completed bachelor's or equivalent education in a foreign country;
- Georgian and foreign residents, who have studied abroad at the master programs, in higher educational institution, recognized by the respective state. For the Georgian citizens, proof of certain period of being abroad is required

All students have to undertake Program Entry Exam and validate English Language peroficiency in University

Language Prerequisites

Persons have to present the internetal certificate for English language proficiency, equal to B2 level or above or pass the university exam to define the level of ther English language competence.

The correspondence of the international certificate is defined according to the following criteria:

- Cambridge English First (FCE)
- BEC Vantage
- IELTS 5-6.5
- TOEFL iBT 87-109
- Michigan ECCE
- PTE General Level 3

PROGRAM OBJECTIVES

The program aims to educate professional managers, with a crucial knowledge of modern business challenges and a strong practical and research abilities to use this knowledge into practical work, which is oriented to make the Masters' program graduate highly competitive in the national and international labour markets. Moreover, students will analyze best practices for effective leadership and demonstrate the ability to lead in organizational situations.

The program is oriented to give student problem-based knowledge in business. Students will identify problems, define objectives, collect and analyze information, evaluate risks to enable qualitative and quantitative methods to solve problems.

The program gives students possibility to identify his or her own individual academic profile by concentrating on subjects of General Business, Economics, Finance, as well as makes students compatible in changing environment by providing interdisciplinary courses.

Practical skills will be developed throughout the program, with help of practice oriented cases and subjects and problem-based learning. Students will employ financial decision models to select appropriate practical projects for a business enterprise and manage firm' growth rate through different strategic decisions.

The challenge of the program is to raise student as an effective and competitive, socially responsible manager, ready for modern challenges of global business environment. Moreover, each student will understand, analyze, and apply ethical frameworks to corporate social responsibility and decision-making process. Students will recommend how an organization can operate in an economically, socially and environmental sustainable manner.

Program Structure

Module	Status / ECTS		Description
Compulsory Courses	Compulsory	60	Courses that form Masters' key competences
Elective Courses	Elective	24	Aims to offer subject specified and/or interdisciplinary courses to individualize students' academic profile
Practical Project		12	Group project of analyzing the company/case
Master Thesis	Compulsory	24	Written Thesis summarizing graduate's independent research

LEARNING OUTCOMES

Program study courses, considering content, study and teaching methods and credit load ensure achievement of study outcomes. Consistent and comprehensive implementation of the objectives of the Master's academic program provides achievement of the learning outcomes in accordance with the national qualifications framework, which is equivalent to the level of competence of the second level of Higher Education

The program study outcomes consider deep theoretical knowledge, real-case implementations of practical skills and performing scientific research

Graduates of the program are provided with competitiveness for the next step of education and labor market

SUBJECT SPECIFIC COMPETENCES

KNOWLEDGE AND UNDERSTANDING

Student will know and acknowledge the following:

- ✓ Contemporary approaches and ideas of strategic management;
- ✓ Determination of principles of decision making;
- ✓ The components of conducting a business research;
- ✓ Advanced knowledge of project management and goal-setting methodologies;
- ✓ Business research approaches, models and strategies;

- ✓ Acknowledge important issues for organization development;
- ✓ Deeply understand theory base of organization structure, central elements of organizational culture and ethical values
- ✓ Understand the role of corporate social responsibilities;
- ✓ How to estimate effectiveness of the business and managerial processes;
- ✓ Understand practical implication of traditional and modern theories of leadership

ABILITY TO APPLY KNOWLEDGE IN PRACTICE

Student is able to:

- ✓ Apply knowledge and skills to solve business problems.
- ✓ Apply knowledge and skills to identify and solve business problems with high level of independence with new methods and approaches;
- ✓ Adapt in a case theoretical knowledge for understanding current changes in the environment, choosing strategy, evaluating of the company's resources, determining of strategic mission and implementing strategy;
- ✓ Make a plan for short-term and long-term goals, plan intermediate and long-term project
- ✓ Possess the skills required to work and lead effectively in a team-based environment. Participate in a group working and decision making process, figure out new, original ways to solve complex problems;
- ✓ Propose possible amendments and recommendations for more efficient models and structure for the organization;
- ✓ Use theoretical knowledge about business research, implement research process using the latest methods and approaches and solve the problems through the original selection of research components and models.
- ✓ Demonstrate a global perspective and an awareness of how cultural differences affect businesses.
- ✓ Integrate concepts from various disciplines to identify and develop business strategies.

ABILITY TO MAKE CONCLUSIONS

Student is able to:

- ✓ Think critically and independently;
- ✓ Set tasks and solve problems;
- ✓ Formulate judgments on the basis of incomplete information ;
- ✓ Evaluate the situation using various methodology;
- ✓ Collect necessary data, interpret and analyze them using methods learnt through the program based on relevant arguments;
- ✓ Identify managerial problem, formalize the results and make conclusions based on modern managerial practice.

COMMUNICATION ABILITY

Student is able to

- ✓ Demonstrate professionalism, self-awareness, leadership, and effective communication skills.
- ✓ Participate in the discussions and debates based on his theoretical knowledge;

- ✓ Effectively communicate with specialists and non-specialists, effectively choose the appropriate form of information transfer;
- ✓ Communicate within the working group;
- ✓ Debate with academic or professional community, support his/her opinions and findings with professional arguments;
- ✓ Use strategies related to communications, mediation and conflict prevention.

ABILITY TO LEARN

Student is able to:

- ✓ Enhance their knowledge using the full range of educational and informational resources available
- ✓ Figure out new sources of informational resources independently;
- ✓ Effectively work with online and research resources;
- ✓ Plan and manage own learning process, organize time and priorities;

VALUES

Student is expected to develop the values of:

- ✓ Evaluation his/her values and contribute in establishing new values;
- ✓ Understanding leadership values: ethics, authenticity, etc.;
- ✓ Use techniques to identify, explain, avoid and analyse conflict situations;
- ✓ Acknowledgment of general values of the modern business organization;
- ✓ Acknowledgment the social, legal and civic responsibilities of business.

GENERAL COMPETENCES

Teamwork skills - Program graduates have the ability to work in a team, as members or the leaders of the team, they can formulate objectives clearly, reach agreements within the team, can coordinate their activities and assess the skills and abilities adequately, and are able to manage emergency situations and conflicts.

The ability to adapt to a new environment - Graduates have practical working skills in a professional setting, professional subordination / adaptation ability, the ability to learn new technologies.

Ability to work independently - Graduates have time management skills, can meet deadlines and work in cooperation; can organize their work-related resources accordingly; plan properly the resources associated with the activities; are responsible for the performed work and able to assess and criticize it.

Ability of life-long learning - can fully use study resources in consequence, can manage one's own learning process. Understands the importance of life-long learning. Is an independent learner. Understands and specifics of the learning process. Is able to develop a successful strategic plan for learning.

METHODS OF LEARNING AND TEACHING

The indispensable condition of teaching is the integration of theoretical and practical training, interactive lectures, group work, practical and research work

In order to form graduates corresponding competences, following methods of learning and teaching are used:

Lecture

is a creative process where a lecturer and a student take part simultaneously. The main aim of the lecture is to understand the idea of the subject regulations to be learnt, which means a creative and active perception of presented material. In addition, an attention should be paid to the main provisions of transferable material, definitions, indications, assumptions. Critical analysis of the main issues, facts and ideas are necessary. A lecture should provide a scientific and logically consistent knowledge of main subject regulations to be learnt without excessive details overloading. Therefore, it must be logically completed. In addition, facts, examples, charts, drawings, tests and other visual aspects should be aimed at the explanation of the lecture's idea. The lecture should provide an accurate analysis of science dialectical process and should be based on free-thinking ability of students in particular environment, understanding of the basic scientific problems and the orientation of understanding. Lecture uses verbal or oral method and involves the communication of the lecture material to students verbally, method used during this process include: questions and answers, interactive work, the theoretical explanations of the provisions based on practical situations.

Verbal method

Consists of lecture, narration, speaking, etc. In this process the teacher transmits, explains the learning material, and the students actively perceive and learn what they hear.

Discussion

Is one of the commonly used interactive teaching method. On a particular topic significantly increase the quality of students' engagement and participation. Discussion can grow into the arguing and this process is not closed by the teacher's question. In addition, the students develop argumentation skills and the ability to substantiate their opinions.

Explanatory method

Detailed descriptions of the theoretical material by a teacher, which is related to concrete examples.

Demonstration Method

This method involves presenting information visually. In terms of achieving results, this method is quite effective. Usually it is better to provide the students with audio and visual materials simultaneously. The study materials can be demonstrated by lecturer, as well as by a student. This method enables us to visualize the various stages of understanding the study materials, specify what the tasks are, and which of them students have to perform independently; At the same time, the strategy helps us visualize the essence of the issue / problem.

Inductive Method

The process of reasoning in which the premises seek to supply strong evidence for the truth of the conclusion. The truth of the conclusion of an inductive argument is probable, based upon the evidence given.

Deductive Method

The process of reasoning from one or more statements (premises) to reach a logically certain conclusion. It works from the more general to the more specific.

Analysis

Through this method, lecturers and students discuss specific cases together. Students thoroughly learn the previously unknown sides of the issue. The method of analysis enables us to break up the whole part of the study the material into constituent parts, which simplifies the understanding of the specific issues of the problem.

Problem Based Learning

A student-centered method in which students learn about a subject through the experience of creating a problem. Students learn both thinking strategies and domain knowledge.

Group work/Practical work

Helps student do deepen knowledge acquired during the Lecture. Student independently and with the help of Professor performs certain activities based on the acquired knowledge, obtain additional information, prepare presentations, write essay etc. It involves discussions, making conclusions. It teaches independent use of theoretical material. Attention is made on problem solving methods, tasks. The professor is coordinating the process.

Writing method

Involves the following types of activities: a compilation of abstracts, writing abstracts, projects or essays, etc.

Brainstorming

Is a method student can use to generate ideas for solving the problem. In the process of brainstorming students must suspend any concerns about staying organized. The goal is to pour their thoughts without worrying about whether they make sense or how they fit together. It is effective method within the group and contains following stages:

- Creative definition of problem
- Taking notes of ideas without criticism
- Definition of estimation criterion
- Evaluation of ideas by preliminarily defined criterion
- Selection of best matching ideas by exclusion
- Manifestation of idea with the highest estimation for solving the problem

Quiz

Contains theoretical and practical issues, examines students' knowledge.

Presentation

A combination of learning-cognition process, which gives opportunity to solve problem via the student's independent work and presentation. This method increases motivation and responsibility of students. Presentation is the process of presenting a topic to an audience. It is typically a demonstration, lecture, or speech meant to inform, persuade, or build good will. The project is realized when its results are presented clearly, convincingly and specifically. It can be executed individually, in pairs or in groups.

Case study

Implementation of a research method involving an up-close, in-depth, and detailed examination of a subject of study (the case), as well as its related contextual conditions. Case based learning uses virtual 'trigger' cases to stimulate interest in a particular area of the curriculum. Working in groups the cases are used to think about the knowledge and skills needed and why these might be useful.

Action-oriented teaching

Requires the active involvement of the lecturer and the student in the learning process, where practical interpretation of the theoretical material has a special meaning.

Demonstration of technical skills

Demonstration of device performing technique

Scientific research

The course includes research performance and presentation under the supervision of the scientific supervisor. The student chooses an interesting research problem and supervisor, under whose guidance and supervision performs research. Student makes literature review and writes short introduction. Performed research is formatted as presentation – which is presented to audience in written or as oral talk. In case of academic dishonesty (plagiarism detection, etc.) student will not be evaluated by this component of intermediate evaluation.

Teaching forms of the course are: consultations and students independent work. While working on the paper, the priority use of methods depends on the theme of the topic, research object and its specificity, research aims and objectives. Can be used diachronic analysis, comparative analysis, system analysis, induction, deduction, synthesis and / or other methods. During the preparation

process the verbal communication with the supervisor, discussion, conclusion written records are used; use of information technology- data retrieval, processing, use of adequate information programs. Particular attention is paid to research goals and objectives and the sufficient ways and research methods to achieve above mentioned goals. Rational planning and division of work and adequate time management. Selection of relevant literature and analysis. Analysis and synthesis of obtained information. Envisage of research and innovations. Draw conclusions. Written and oral presentation.

Work with supervisor (consultation)

Contact time with the scientific supervisor. Student acquires information regarding planning, material search, data assessment, drawing conclusions, formatting.

Students' independent work:

Introduction of basic and supplementary literature, studying, understanding the performance of daily tasks, preparation for midterm and final exams.

POSITIVE ASSESSMENT:

- A) (A) Excellent - 91% and more of maximum assessment;
- B) (B) Very good - 81-90% of maximum assessment;
- C) (C) Good - 71-80% of maximum assessment;
- D) (D) Satisfactory - 61-70% of maximum assessment;
- E) (E) Enough - 51-60% of maximum assessment;

Negative assessments are:

- A) (FX) Cannot pass - 41-50% of the maximum assessment, which means that the student needs more work to pass the exam and gives the right to the student to pass an additional exam with independent work;
- B) (F) Failed - 40% and less of the maximum evaluation, which means that the work carried out by the student is not enough and s/he has to study the subject from the beginning.

The assessments provided for in the first paragraph of this article are obtained based on the midterm and final examination assessments. If the student passes an additional examination, the assessment is made based on the midterm and final assessments.

The student has the right to pass the exam in the same semester. The interval between the final and additional tests must be at least 5 days after the announcement of the test results.

Assessment forms, components and methods used in the individual components of the program are presented in the syllabus of each course, which will be delivered to the student at the beginning of the semester through the learning process management system. The syllabus for each study component is defined by the evaluation component expressed in points from the overall evaluation.

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