

Business Administration (Management)



Awarding Qualification- Master of Business Administration in Management

Number of Credits- 120 ECTS credits

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Learning Courses in the Master's degree educational program are standard and is based on the themes and teaching directions adopted in western universities. The Master's Degree is aimed at providing the necessary competences in the field of business administration, which can be achieved based on the knowledge and skills gained within the program, by considering master's degree competences and employment requirements for the master of business administration.

Preparing a master of business administration is based on acquiring compulsory and elective learning courses. Compulsory learning component involves compulsory and elective learning courses related to business administration field, compulsory practice, research project and master's thesis, also free elective learning courses. Components in master's degree program is set to achieve the goals and developing competences necessary for the Master.

The standard duration of the program is 4 semesters (2 years). To obtain a Master's Degree, a student must earn at least 120 ECTS credits.

The program includes: compulsory specialty (60 credits), master's thesis (20 credits), research project (5 credits), professional practice (10 credits) and electives (25 credits).

The master prepared within the master's educational program of business administration is able to be employed in both local and international business organizations on managerial positions, in public management bodies, academic fields, international and non governmental organizations, they can become a professional analyst and manager, hold leadership positions, be an expert, advisor, analyst, partner in companies.

Areas of employment include public and private institutions, as well as civil organizations and associations, which, in accordance with their own mission-objectives can coconduct administration in the areas of management, control and supervision; Participate in and formulate institution management policies. The graduate can be employed as a decision-making manager in middle and upper management (eg, project manager, senior manager, head of department), and can also start his own business, manage the company effectively, successfully run a family business. .

Graduates can pursue a tertiary degree in doctoral studies both in Georgia and abroad, where a prerequisite for is the Master of Business Administration.

1. Aim

The aim of the Master's program is to prepare competitive professionals with a Master's Degree in Business Administration with relevant qualifications for the labour market. Who are capable of effective management of the business, plan evaluate and control business processes, as well as solve business management problems through the knowledge and skills acquired in the program's fields. The aim of the master's degree program is to prepare managers oriented on modern business environment, adjust its changing requirements, who based on their fundamental and systemic knowledge perform their duties, as an independent experts in elaborating and implementing organizational strategies, they will independently identify difficulties and problem-solving ways based on research and analysis, they will be able to make decisions and substantiate them both in professional and academic field.

The aim of the master's degree program is to develop skill for research and analysis for the events and processes ongoing in business, they are able to identify important problems and make a rational decision in order to improve the company outcome. Besides, they are able to effectively manage different business units, apply information systems in management, they are aware of social responsibility of the business and contribute to the development of the sector and the society.

Within the master's program, the masters will have mastered the theoretical foundations of business administration, will have the necessary knowledge in various fields of business activities, including study of business environment, planning, evaluation and analysis of company performance, strategic management of information and human resources, Effective marketing strategies, research and business projects.

The Master's Degree Program in Business Administration is designed to develop future business management skills for future managers. Develop management and organization skills, leadership qualities, and teamwork that ensure their competitiveness in the labour market by studying strategic management, finance, marketing, information management and other disciplines.

The master's practical skills will be facilitated by the course of practice provided by the educational program, both in government, business subjects and non-profit organizations.

The aim of the master thesis is to systematize theoretical and practical knowledge obtained and to provide a reasoned solution to specific tasks. The thesis should demonstrate the level of mastery of literature and research methods in the issues raised and the readiness of the master for independent work in future professional activities.

2. Learning Outcomes

Consecutive and comprehensive implementation of the objectives set out in the program ensures achieving the outcomes set out in the Higher Education Qualifications Framework specifically:

1. Manages business management based on changes in business environment based on knowledge of business, finance, management, marketing, information, human resources management.

2. Formulate his / her views on business administration issues to various audiences in Georgian and foreign languages, prepare research reports, deliver presentations on business terminology, use modern digital technologies, communicate with stakeholders, participate in discussions and debates in general and in public. Being able to work in a group and be a leader in a team by observing official ethics.
3. Uses entrepreneurial process management and effectiveness measurement methods, uses research and statistical methods to develop a management strategy, creates a strategic plan and prepares financial documentation, evaluates current and future human resource needs in the company and selects appropriate management methods, analyses marketing information and defines a marketing strategy.
4. Analyses the business environment, capable of strategic and marketing planning, financial reporting, business operations management. Collection of data on problems in the organization, critical analysis and decision making based on the conclusions reached.
5. Analyses the results of the firm's activities and draws reasoned conclusions. Able to work in unforeseen circumstances, able to find original ways to solve complex issues in an unfamiliar environment, independently conduct research in accordance with the principles of academic integrity, critically analyse recent research and incomplete information, synthesize, evaluate and draw conclusions.
6. Assesses the importance of the education obtained to a modern manager and plans formal and informal learning processes for his or her career development; Updates and deepens the knowledge gained based on the latest information gained in the field of business administration.
7. understands the need to adhere to the ethics of business and research in the field of entrepreneurship and research; Participates in establishing the necessary general and professional value in the business field;

3. Assessment system

Students in each component of the program are graded through a 100-point system that includes midterm assessment and final assessment. Within each course, the student completes the syllabus assignments, prepares a presentation, participates in discussions, and engages in all other activities necessary to achieve the goals of the course.

100 point distribution is given in the table below, besides , types of checking their knowledge includes presentation, and checking other types of information are given in syllabus in details.

100 point					
Midterm assessment - 60 points			Final assessment - 40 points		
Assessment components	point	Threshold	Assessment of the component	point	Threshold
Weekly/seminar assessment	20	8	Final exam	40	21
Presentation	10	4			
Midterm exam	30	8			

The final exam is compulsory in each course. The final exam is given to a student who has earned at least 20 points in the midterm assessments.

Student's achievement is evaluated by 100 grade system

Students' grading system provides for: 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)- Not passed - 41-50 points, which means that in order to pass the examination the student needs to work more, therefore he/she is given a chance to work individually and take the additional examination.

(F)- Fail- 40 points and less of the maximum evaluation, which means that the work individually done by the student's is not enough and he/she has to study the discipline once more.

The student's marks on the additional exam are not added to the scores on the final grade. Assessment for the additional exam is a final assessment and will be reflected in the final assessment of the course.

In the event of a score of 0-50 in the final grade, the student receives a score of F – 0.

4. Pre requisite for admitting at the program

Unified National Exams. Persons with Bachelor's degree who successfully passed unified master's degree examination and internal university specialty and language exam. (B2 level) have the right to study in the educational program.

An individual with international language certificate will be exempt from the language test.

One month before the start of the exam period, the internal university exam topics will be posted on the University website: www.sangu.edu.ge

Enrollment without Unified National Exams- is possible based on the rule approved by the Ministry and education of Georgia December 29, 2011 №224 / N, pursuant to the rule of admission of the entrants to the Bachelor's and Master's degree without passing unified national examination.

Mobility. Enrollment in the educational program is also possible through mobility, according to the Order of the Minister of Education and Science of Georgia of February 2, 2010 No. 10 / N "On the Transfer from Higher Education to another Higher Education Institution".

Internal mobility. Applicants will also be eligible for internal mobility. Internal mobility terms and procedures are set by the Rector of the University and are regularly posted on the University's website at www.sangu.edu.ge

5. Instruction methods applied in the educational program

Lecture and seminar methods are used within the course. Relevant methods and activities are used to achieve the objectives of the training courses, taking into account the content and specificity of the topics to be studied within a particular course, which are defined in detail by the content of the course.

The purpose of the teaching process is to use methods that, as a result of the practical realization of the master's program, ensure the achievement of a relevant knowledge and skills for a master's degree in business administration. Program goals and learning outcomes are realized through lectures, group work, hands-on workshops, as well as freelance work by the postgraduate student, conducting research in accordance with predetermined guidelines, integrating theory and practice into the workplace.

The purpose of the lecture is to provide theoretical understanding of the topics covered by the syllabus, to generalize, to discuss problematic levels and to provide the graduate with relevant methodological information and terminology. The focus of the lectures is on outlining the key points of the subject under discussion, formulating and critically analysing the theses, as well as developing the capacity of free thinkers, understanding the key scientific problems. The material taught at the lecture is transformed into an entire system of knowledge through the independent work of the master. The student should be interested in additional sources and independent study of the issues that stimulate independent thinking, analysis and conclusions.

The purpose of group work / hands-on lessons is to deepen and refine lectures, practical use, discuss issues, research, discuss and draw conclusions, as well as generate new ideas, search for innovative ways.

Teaching, learning, individual and group working methods are used in teaching and learning; Information and communication technologies, method of working on the book are creatively used to perform tasks and visualize issues; Also methods such as:

Discussion / Debate, Demonstration Method, Explanatory Method, Brainstorming.,

PBL, practical methods etc.

Program implementers will use any other method to accomplish a specific learning task. In the process of applying and combining these methods, the teaching process becomes more relevant, and the involvement of the postgraduate student in the teaching process becomes more active, which is crucial. Facilitates the development of master's abilities in the teaching process - the masters will deepen their individual and team work skills; Setting strategic goals and using innovative ways and methods to achieve them; Step-by-step planning and organization of time; Active use of technology and library funds for critical information acquisition and critical analysis of retrieved information; Formulation and presentation of conclusions and opinions, written communication, sound knowledge and competence, argumentative defense of conclusions and opinions.

The selection of a specific method or combination of methods depends on the objectives and learning outcomes of the respective training component, which are described in detail in the syllabuses of the courses.